Access Online

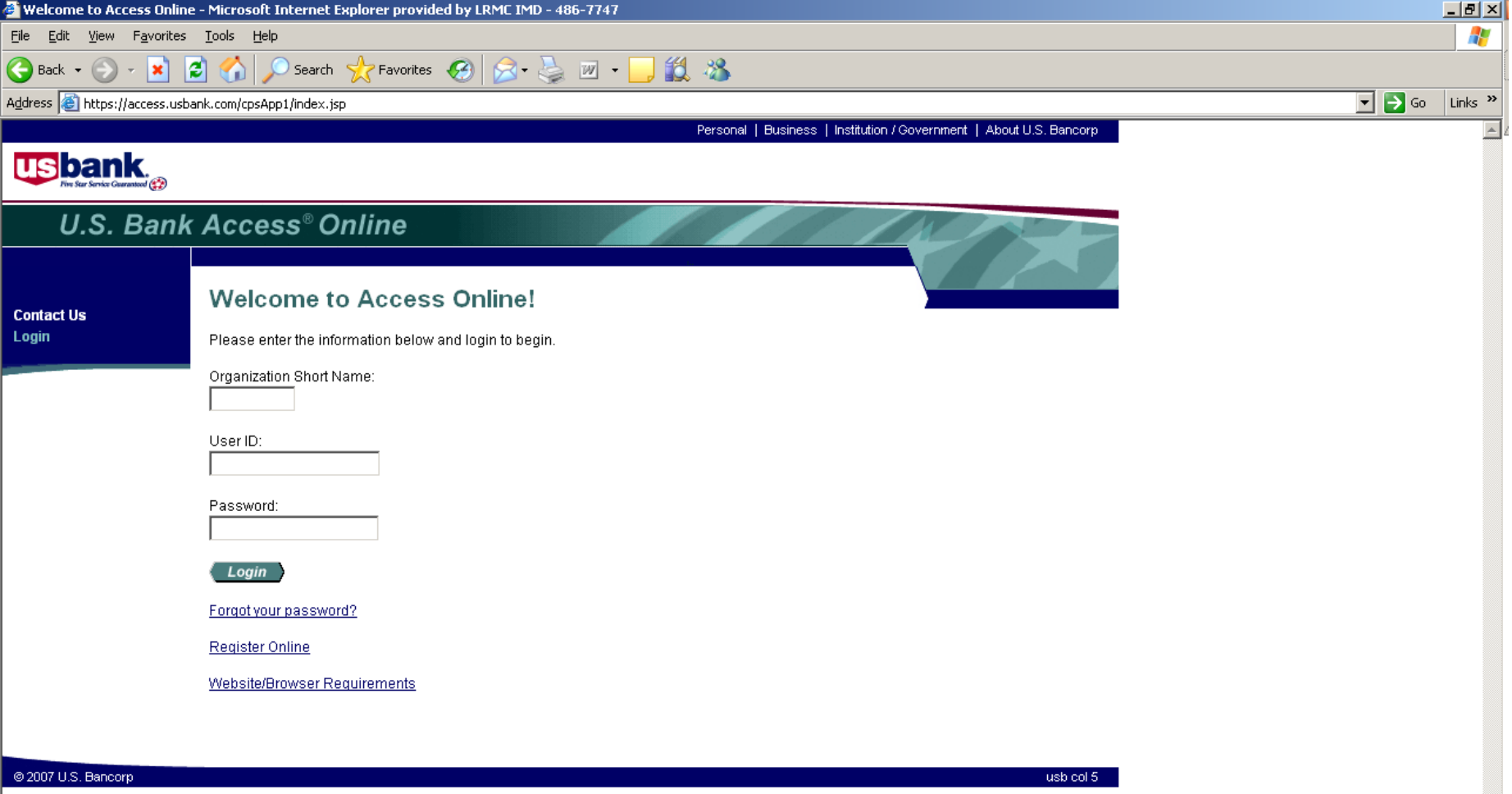
ADP REQUIREMENTS TO RUN ACCESS ONLINE

VERY IMPORTANT!!!

To run ACCESS ONLINE – you need:

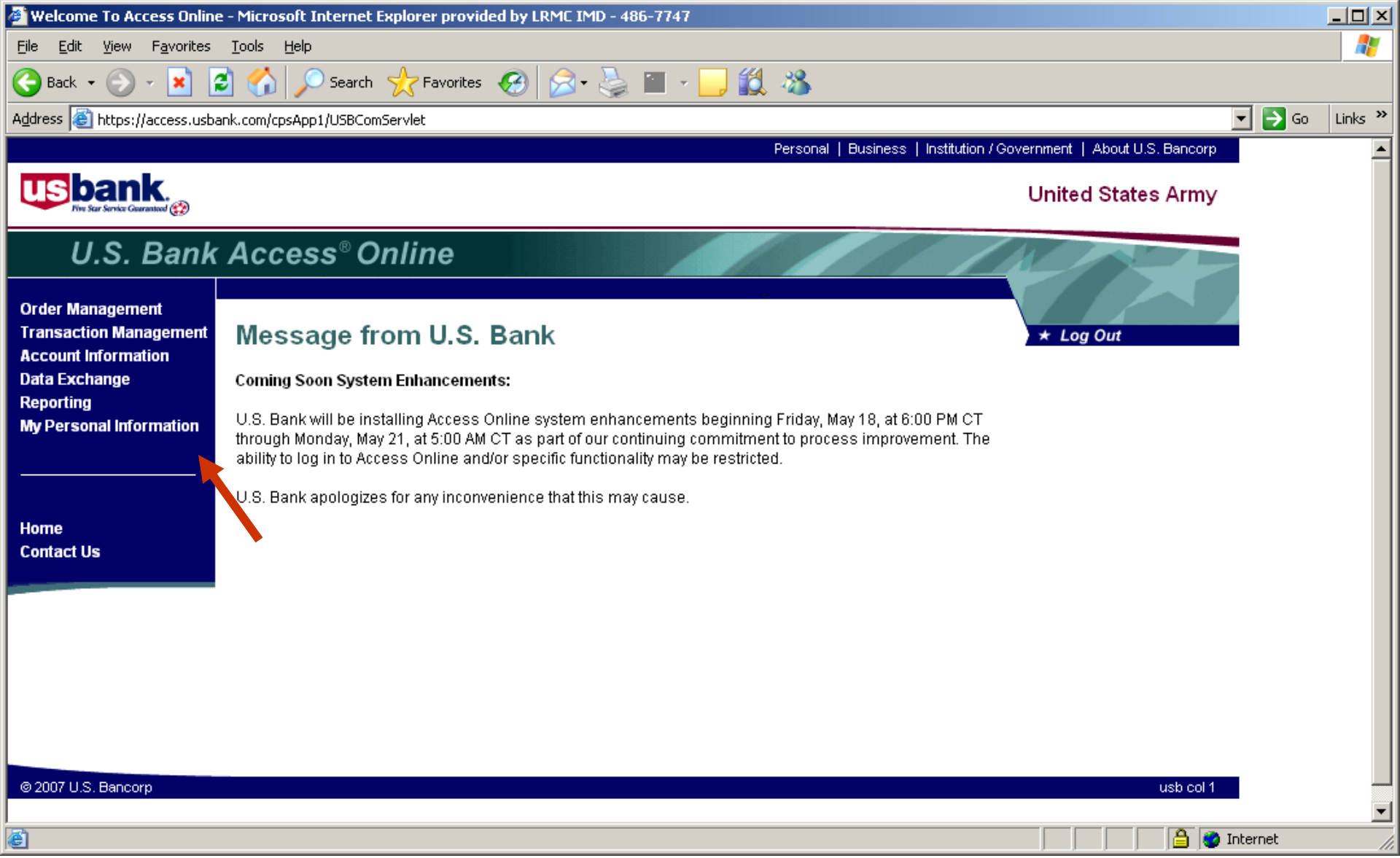
- Pentium 120 MHz or higher
- 36 MB memory64 MB recommended to run reports Windows 95, 98, 2000 or NT
- Internet Explorer 4.1 (with server pack 1), 5.0 or Netscape Navigator 4.5 or higher
- Internet connectivity
- 128 Bit Encryption

IMO Support – Down Load JAVA Applets



https://access.usbank.com Is the site you will use to login to Access on Line

Organization short name is always “army”, then the user ID and password unique to each individual. Cardholders create their own when they “Register Online.” Billing Officials and Alternate Billing Officials have theirs issued by the A/OPC.


Welcome To Access Online - Microsoft Internet Explorer provided by LRMC IMD - 486-7747
File Edit View Favorites Tools Help
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★ Log Out
Coming Soon System Enhancements:
U.S. Bank will be installing Access Online system enhancements beginning Friday, May 18, at 6:00 PM CT through Monday, May 21, at 5:00 AM CT as part of our continuing commitment to process improvement. The ability to log in to Access Online and/or specific functionality may be restricted.
U.S. Bank apologizes for any inconvenience that this may cause.
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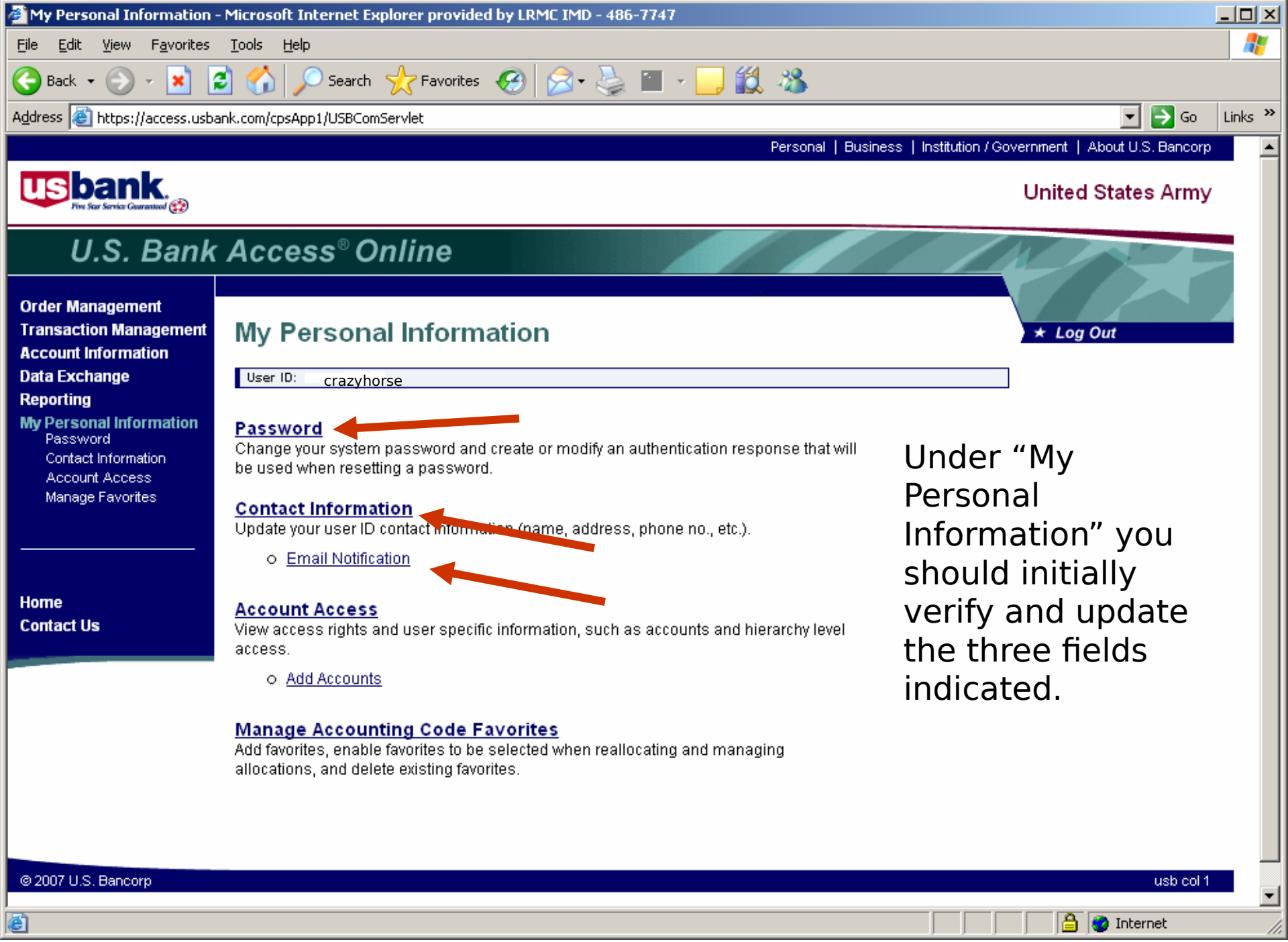
usb col 1
Internet

After successful log-in this you'll see a basic message from the bank and your menu bar. Upon initial log-in please select "My Personal Information"


My Personal Information - Microsoft Internet Explorer provided by LRMC IMD - 486-7747
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Reporting
My Personal Information
Password
Contact Information
Account Access
Manage Favorites
Home
Contact Us
My Personal Information
★ Log Out
User ID: crazyhorse
Password
Change your system password and create or modify an authentication response that will be used when resetting a password.
Contact Information
Update your user ID contact information (name, address, phone no., etc.).
Email Notification
Account Access
View access rights and user specific information, such as accounts and hierarchy level access.
Add Accounts
Manage Accounting Code Favorites
Add favorites, enable favorites to be selected when reallocating and managing allocations, and delete existing favorites.
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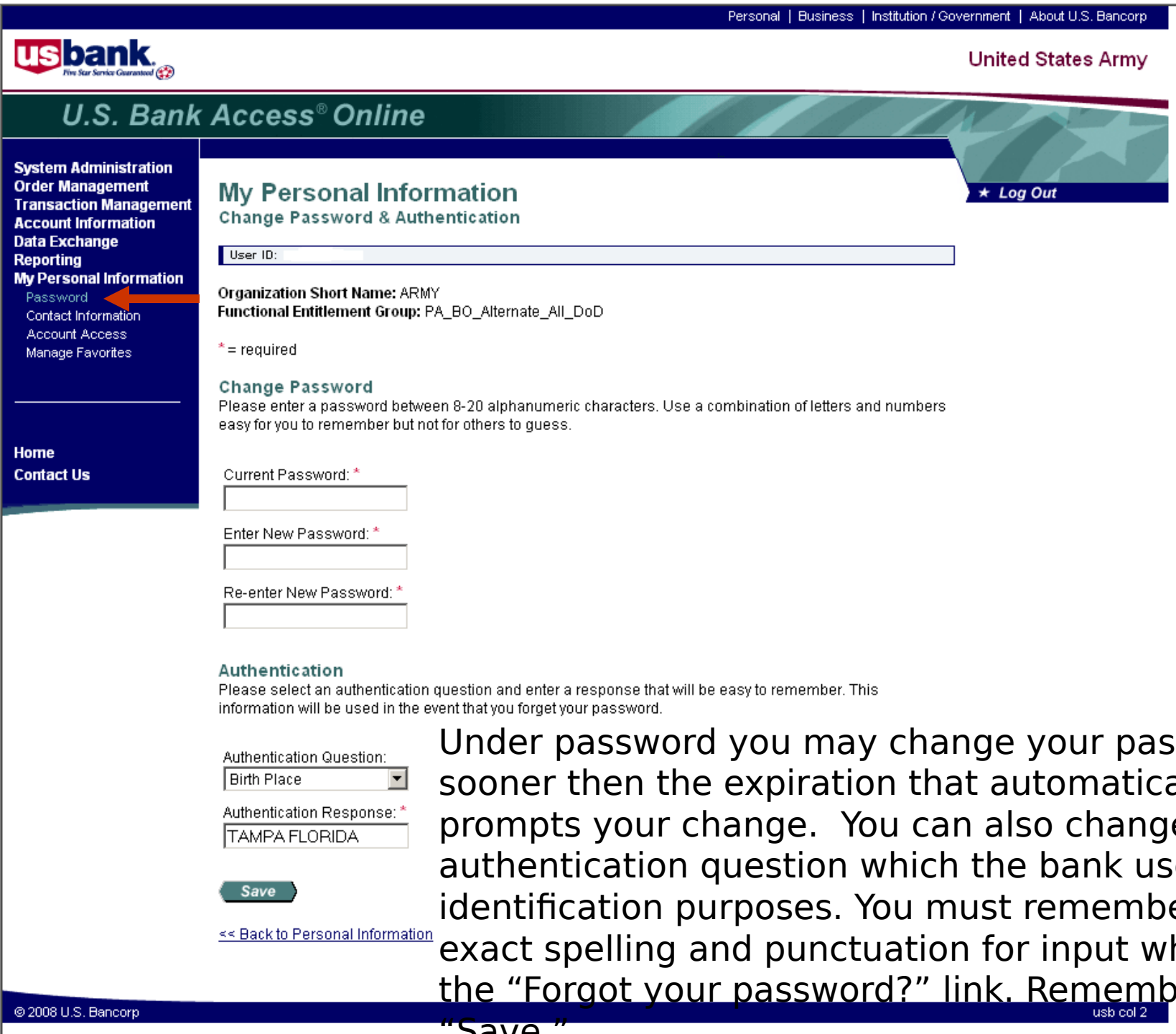
usb col 1
Internet

Under "My Personal Information" you should initially verify and update the three fields indicated.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United States Army
U.S. Bank Access® Online
System Administration
Order Management
Transaction Management
Account Information
Data Exchange
Reporting
My Personal Information
Password
Contact Information
Account Access
Manage Favorites
Home
Contact Us
★ Log Out
My Personal Information
Change Password & Authentication
User ID:
Organization Short Name: ARMY
Functional Entitlement Group: PA_BO_Alternate_All_DoD
* = required
Change Password
Please enter a password between 8-20 alphanumeric characters. Use a combination of letters and numbers easy for you to remember but not for others to guess.
Current Password: *
Enter New Password: *
Re-enter New Password: *
Authentication
Please select an authentication question and enter a response that will be easy to remember. This information will be used in the event that you forget your password.
Authentication Question:
Birth Place
Authentication Response: *
TAMPA FLORIDA
Save
<< Back to Personal Information
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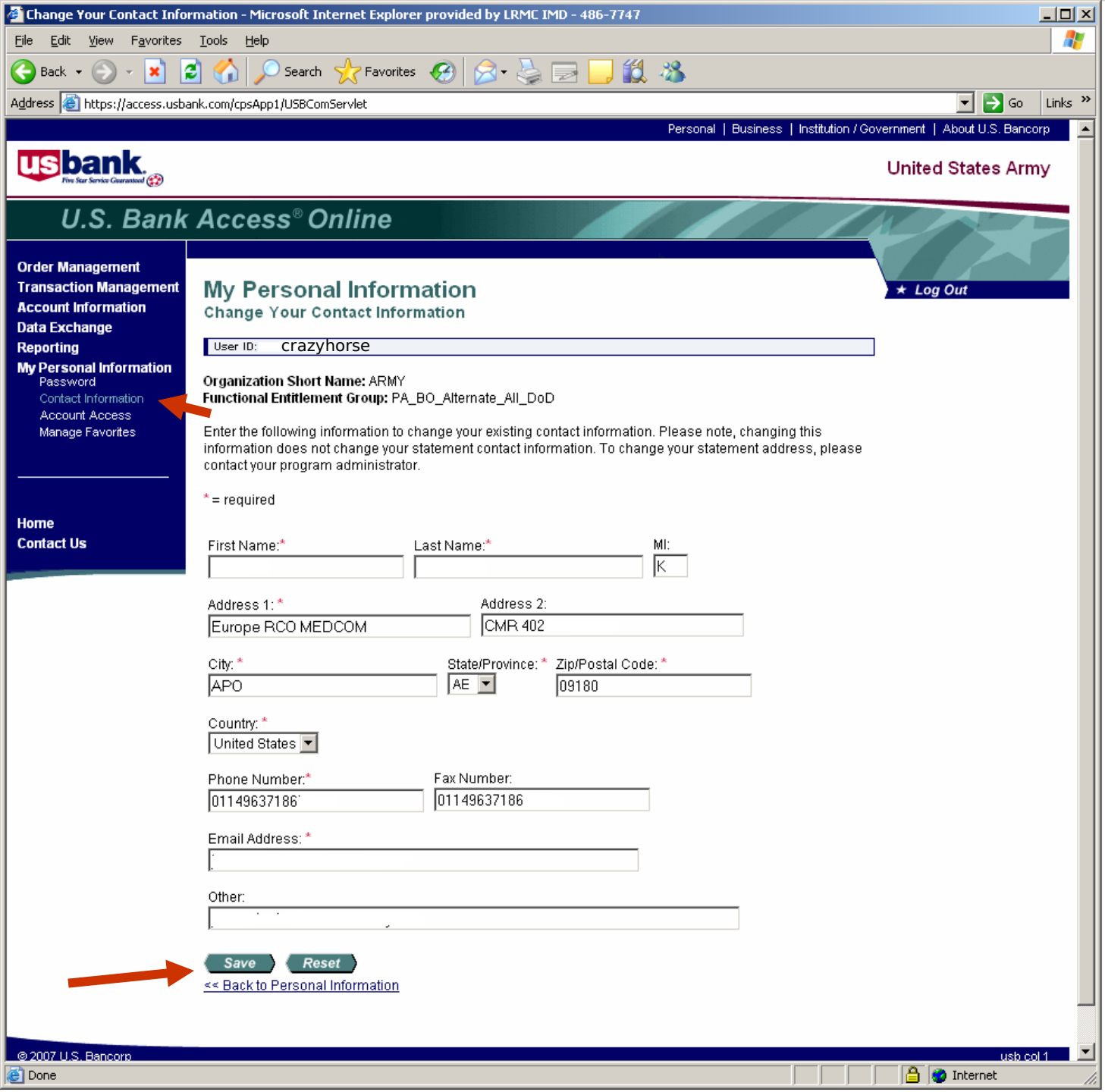
usb col 2

Under password you may change your password sooner then the expiration that automatically prompts your change. You can also change your authentication question which the bank uses for identification purposes. You must remember the exact spelling and punctuation for input when using the “Forgot your password?” link. Remember to “Save.”



Under “Contact Information” make sure to verify/update all information so that it is as complete and accurate as possible including primary and alternate e-mail then select “Save”

My Personal Information - Microsoft Internet Explorer provided by LRMC IMD - 486-7747

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Address https://access.usbank.com/cpsApp1/USBComServlet Go Links

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usbank Five Star Service Guaranteed

United States Army

U.S. Bank Access® Online

Order Management
Transaction Management
Account Information
Data Exchange
Reporting
My Personal Information
- Password
- Contact Information
- Account Access
- Manage Favorites

Home
Contact Us

My Personal Information

★ Log Out

User ID: crazyhorse

Password
Change your system password and create or modify an authentication response that will be used when resetting a password.

Contact Information
Update your user ID contact information (name, address, phone no., etc.).

- Email Notification

Account Access
View access rights and user specific information, such as accounts and hierarchy level access.

- Add Accounts

Manage Accounting Code Favorites
Add favorites, enable favorites to be selected when reallocating and managing allocations, and delete existing favorites.

Now under “My Personal Information” select “Email Notification”

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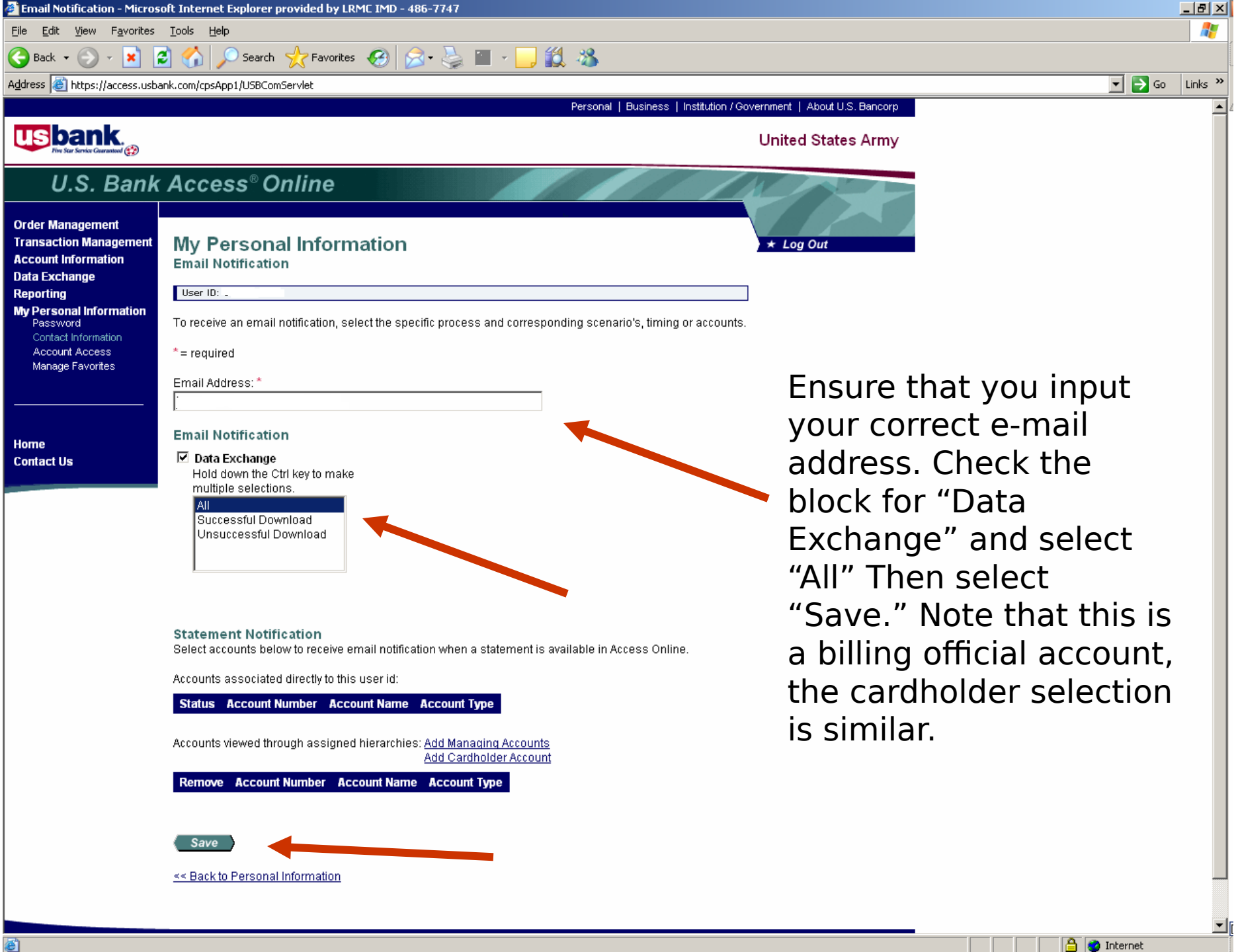
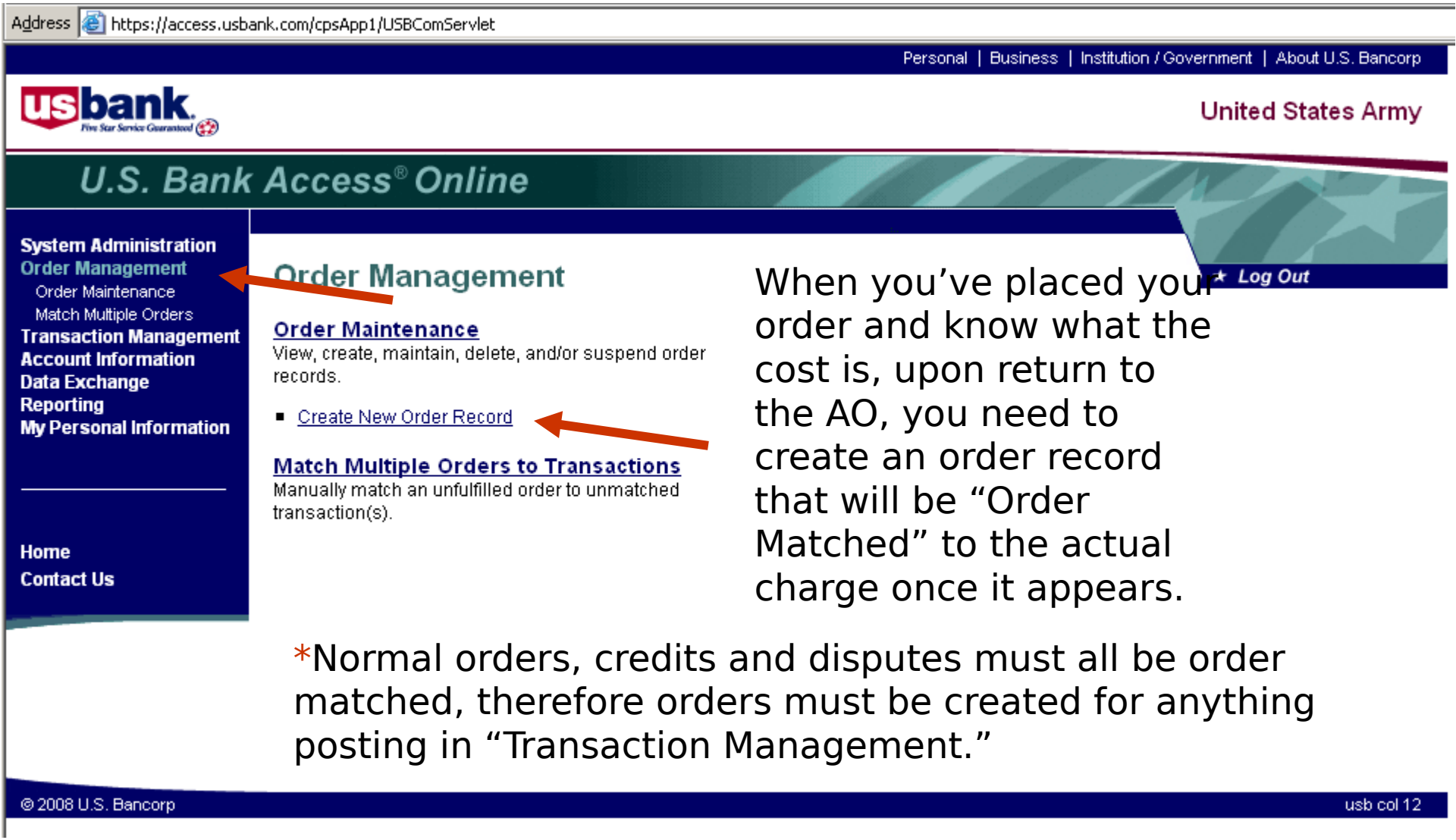
usb col 1

Internet

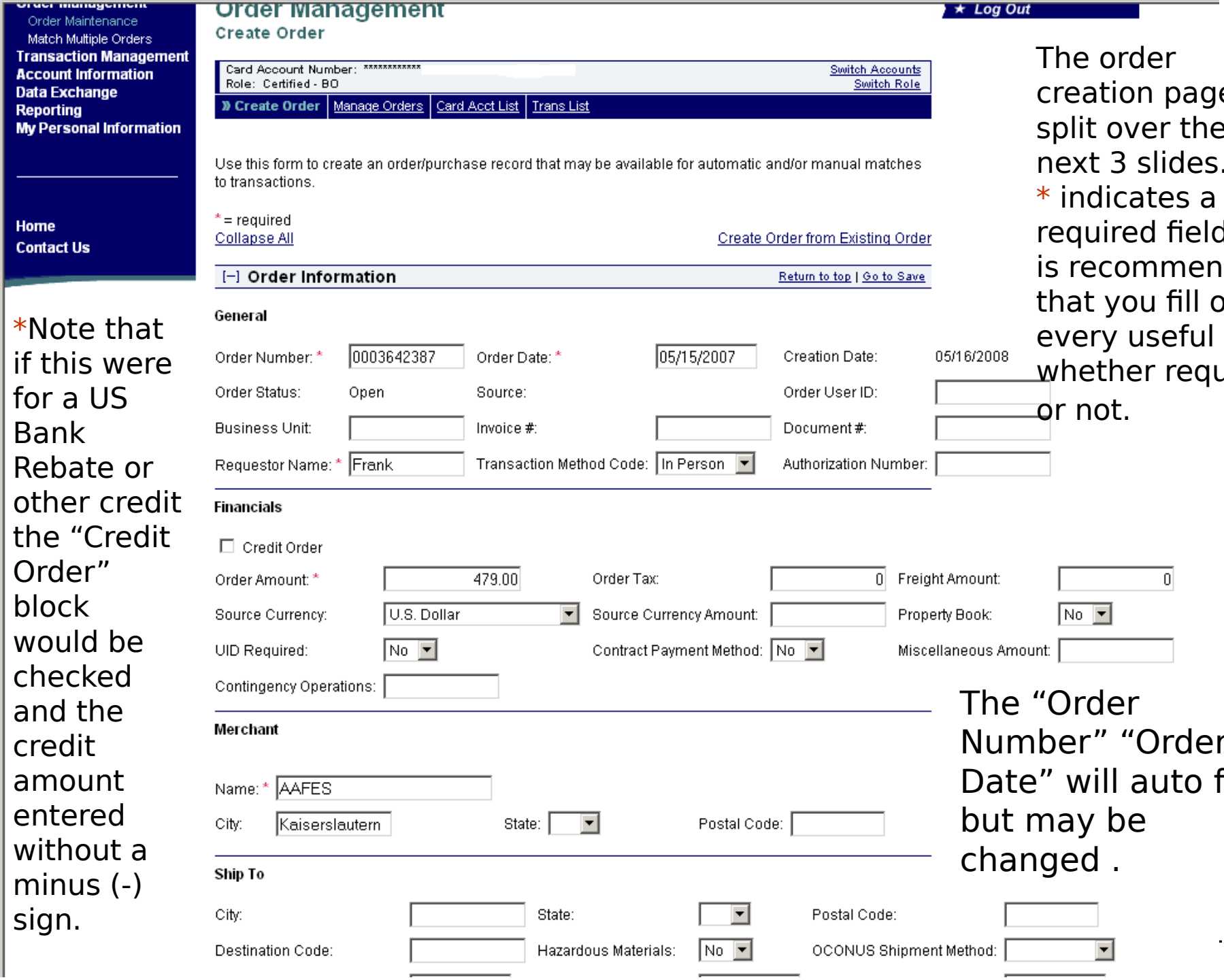


Ensure that you input your correct e-mail address. Check the block for “Data Exchange” and select “All” Then select “Save.” Note that this is a billing official account, the cardholder selection is similar.



When you've placed your order and know what the cost is, upon return to the AO, you need to create an order record that will be "Order Matched" to the actual charge once it appears.

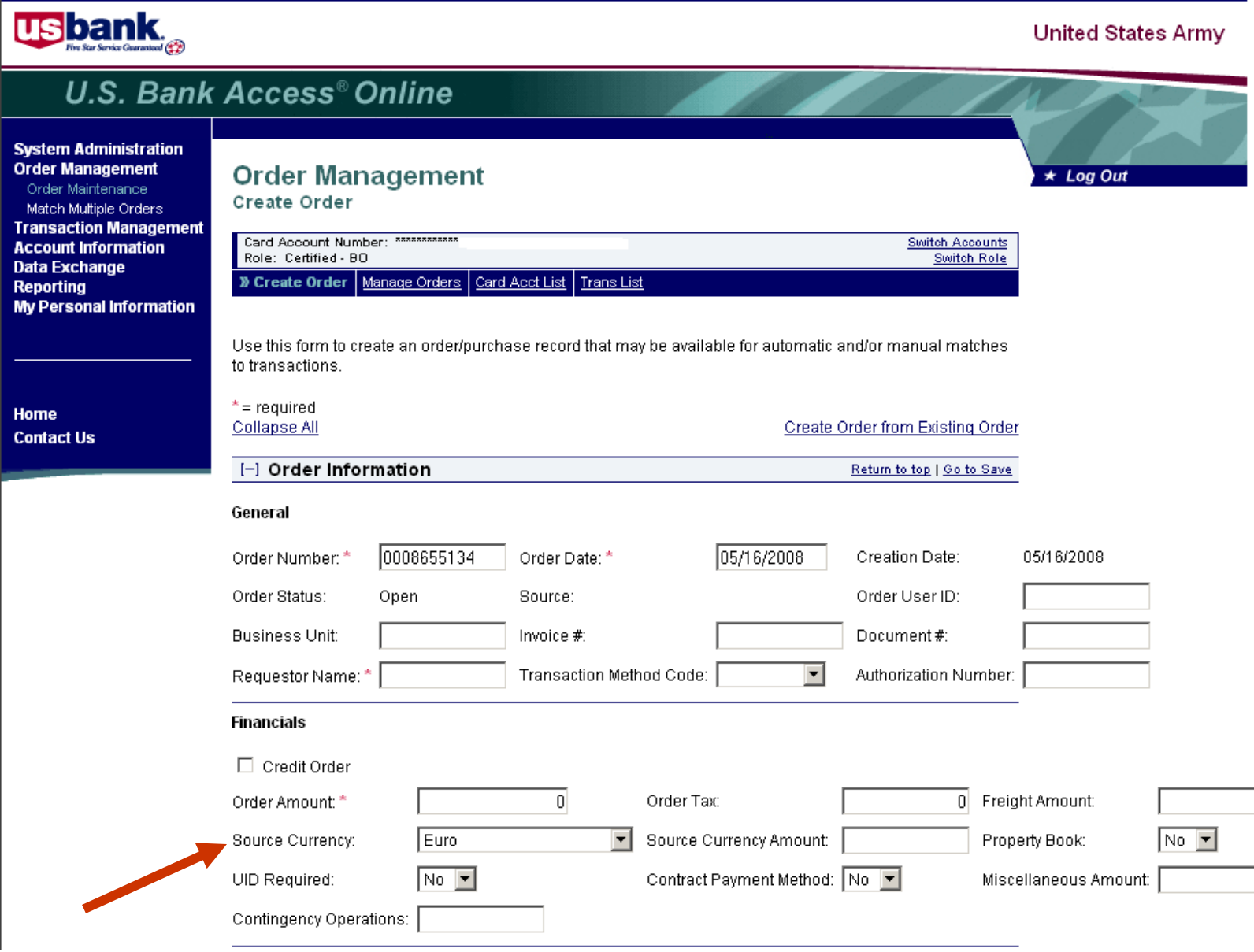
*Normal orders, credits and disputes must all be order matched, therefore orders must be created for anything posting in "Transaction Management."



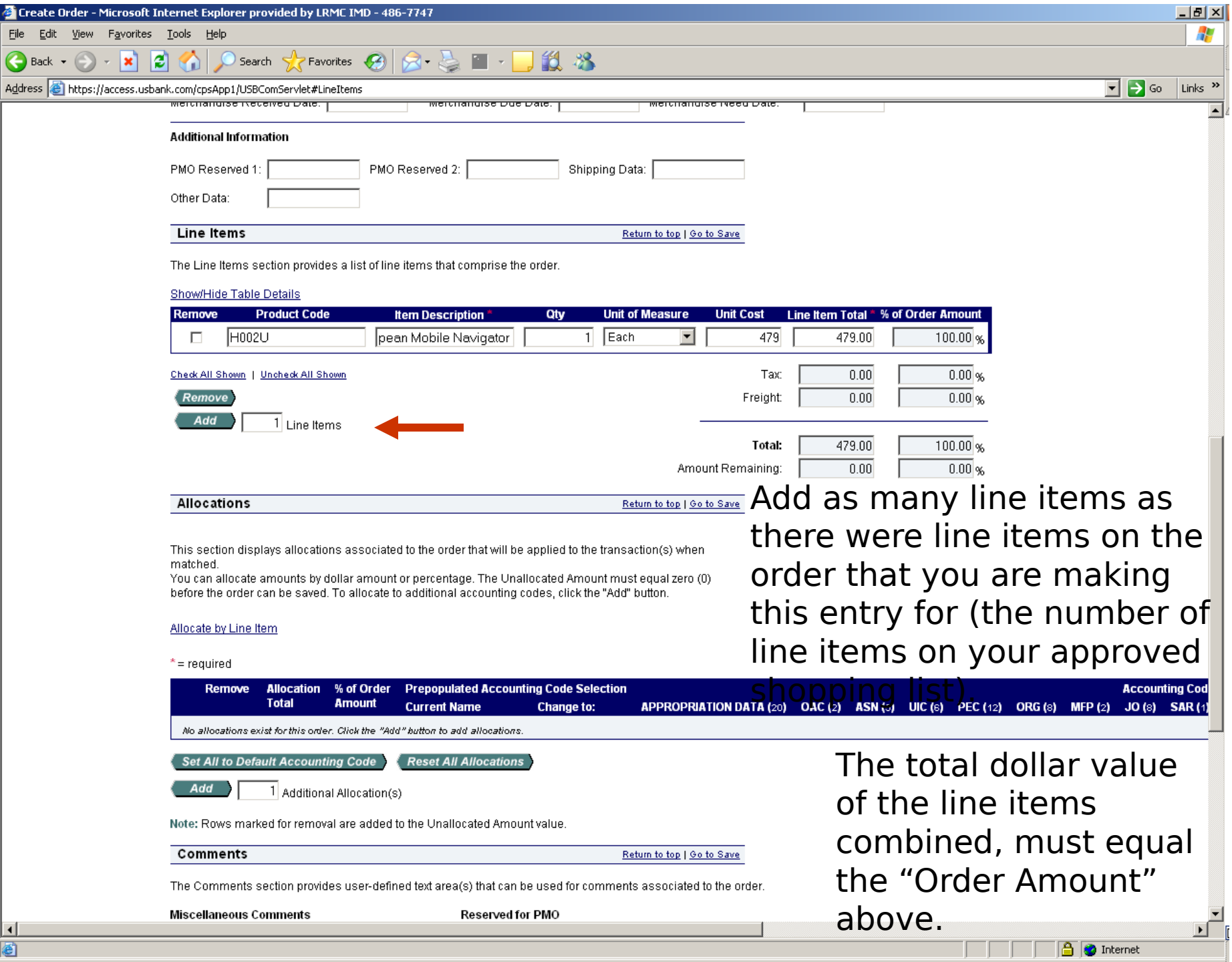
The order creation page is split over the next 3 slides. Red * indicates a required field. It is recommended that you fill out every useful field whether required or not.

*Note that if this were for a US Bank Rebate or other credit the “Credit Order” block would be checked and the credit amount entered without a minus (-) sign.

The “Order Number” “Order Date” will auto fill, but may be changed .

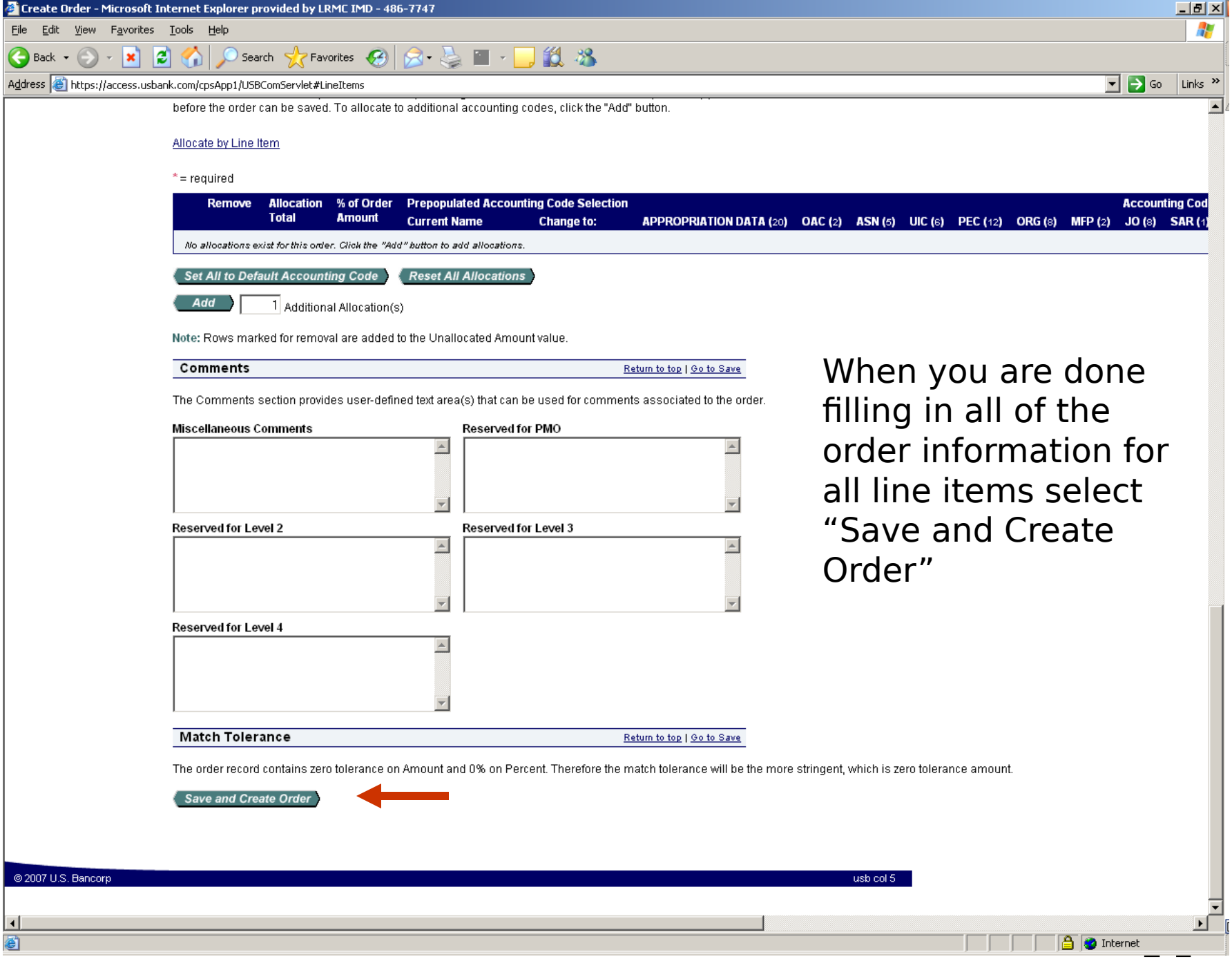


*** Please note that if you purchase in Euro, when you create the order (prior to the charge posting in "Transaction Management") the actual dollar amount based on the daily conversion rate will not be known. Therefore you may get an out of tolerance message when you perform the order matching transaction. If you want your information to be precise, you will need to update the order with the correct dollar amounts when the pending charge posts, this includes**


Create Order - Microsoft Internet Explorer provided by LRMC IMD - 486-7747
File Edit View Favorites Tools Help
Back Search Favorites
Address https://access.usbank.com/cpsApp1/USBComServlet#LineItems
Go Links
Additional Information
PMO Reserved 1:
PMO Reserved 2:
Shipping Data:
Other Data:
Line Items
Return to top | Go to Save
The Line Items section provides a list of line items that comprise the order.
Show/Hide Table Details
Remove
Product Code
Item Description *
Qty
Unit of Measure
Unit Cost
Line Item Total *
% of Order Amount
H002U
pean Mobile Navigator
1
Each
479
479.00
100.00 %
Check All Shown | Uncheck All Shown
Remove
Add
1 Line Items
Tax: 0.00 0.00 %
Freight: 0.00 0.00 %
Total: 479.00 100.00 %
Amount Remaining: 0.00 0.00 %
Allocations
Return to top | Go to Save
This section displays allocations associated to the order that will be applied to the transaction(s) when matched.
You can allocate amounts by dollar amount or percentage. The Unallocated Amount must equal zero (0) before the order can be saved. To allocate to additional accounting codes, click the "Add" button.
Allocate by Line Item
* = required
Remove
Allocation Total
% of Order Amount
Prepopulated Accounting Code Selection
Current Name
Change to:
APPROPRIATION DATA (20)
OAC (2)
ASN (6)
UIC (6)
PEC (12)
ORG (8)
MFP (2)
JO (8)
SAR (1)
Accounting Cod
No allocations exist for this order. Click the "Add" button to add allocations.
Set All to Default Accounting Code
Reset All Allocations
Add
1 Additional Allocation(s)
Note: Rows marked for removal are added to the Unallocated Amount value.
Comments
Return to top | Go to Save
The Comments section provides user-defined text area(s) that can be used for comments associated to the order.
Miscellaneous Comments
Reserved for PMO
Internet

Add as many line items as there were line items on the order that you are making this entry for (the number of line items on your approved shopping list).

The total dollar value of the line items combined, must equal the “Order Amount” above.


Create Order - Microsoft Internet Explorer provided by LRMC IMD - 486-7747
File Edit View Favorites Tools Help
Back Search Favorites
Address https://access.usbank.com/cpsApp1/USBComServlet#LineItems
Go Links
before the order can be saved. To allocate to additional accounting codes, click the "Add" button.
Allocate by Line Item
* = required
Remove
Allocation Total
% of Order Amount
Prepopulated Accounting Code Selection
Current Name
Change to:
APPROPRIATION DATA (20)
OAC (2)
ASN (5)
UIC (6)
PEC (12)
ORG (8)
MFP (2)
Accounting Cod
JO (8)
SAR (1)
No allocations exist for this order. Click the "Add" button to add allocations.
Set All to Default Accounting Code
Reset All Allocations
Add
1
Additional Allocation(s)
Note: Rows marked for removal are added to the Unallocated Amount value.
Comments
Return to top | Go to Save
The Comments section provides user-defined text area(s) that can be used for comments associated to the order.
Miscellaneous Comments
Reserved for PMO
Reserved for Level 2
Reserved for Level 3
Reserved for Level 4
Match Tolerance
Return to top | Go to Save
The order record contains zero tolerance on Amount and 0% on Percent. Therefore the match tolerance will be the more stringent, which is zero tolerance amount.
Save and Create Order
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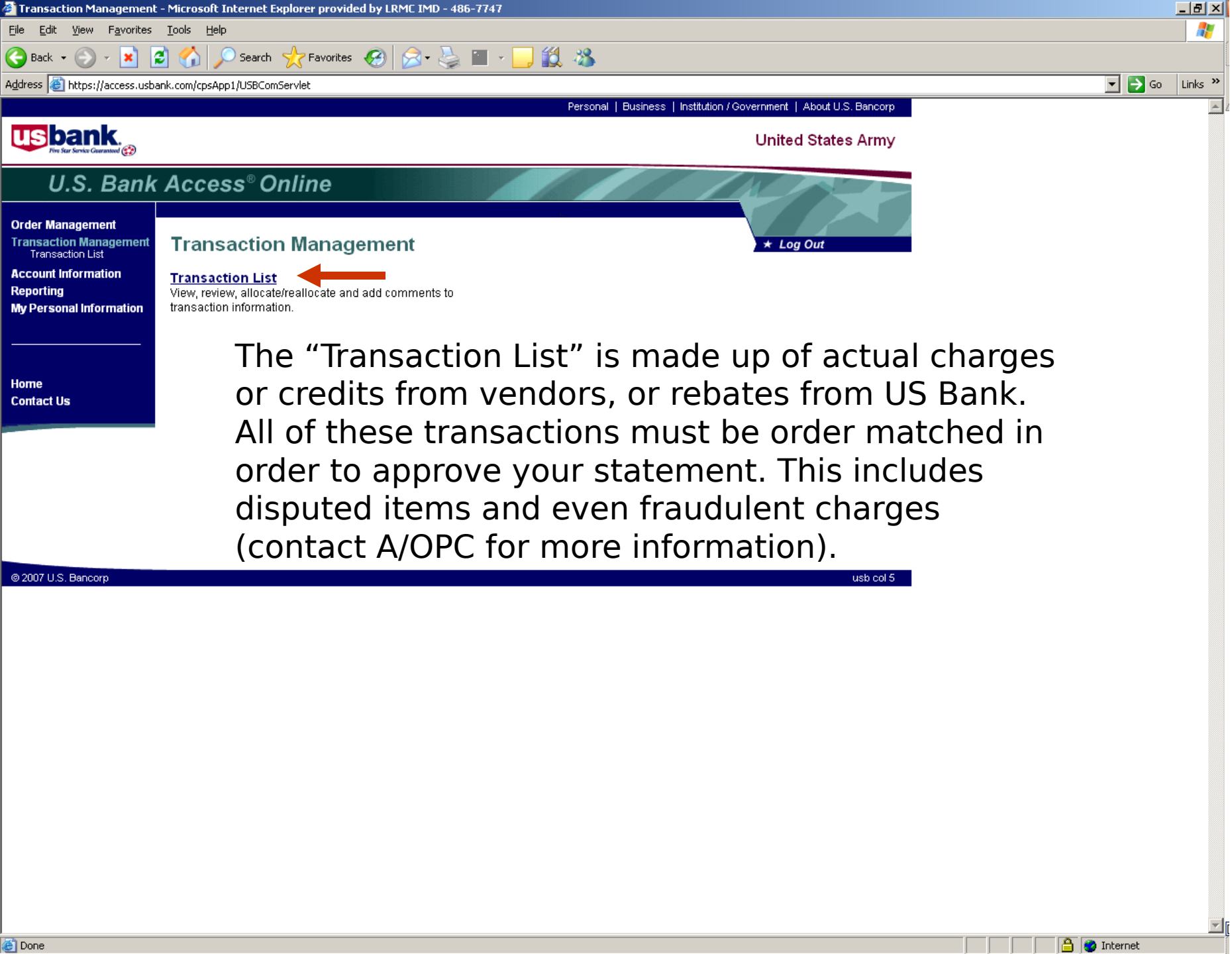
usb col 5
Internet

When you are done filling in all of the order information for all line items select “Save and Create Order”


Transaction Management - Microsoft Internet Explorer provided by LRMC IMD - 486-7747
File Edit View Favorites Tools Help
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Transaction List
View, review, allocate/reallocate and add comments to transaction information.
The “Transaction List” is made up of actual charges or credits from vendors, or rebates from US Bank. All of these transactions must be order matched in order to approve your statement. This includes disputed items and even fraudulent charges (contact A/OPC for more information).
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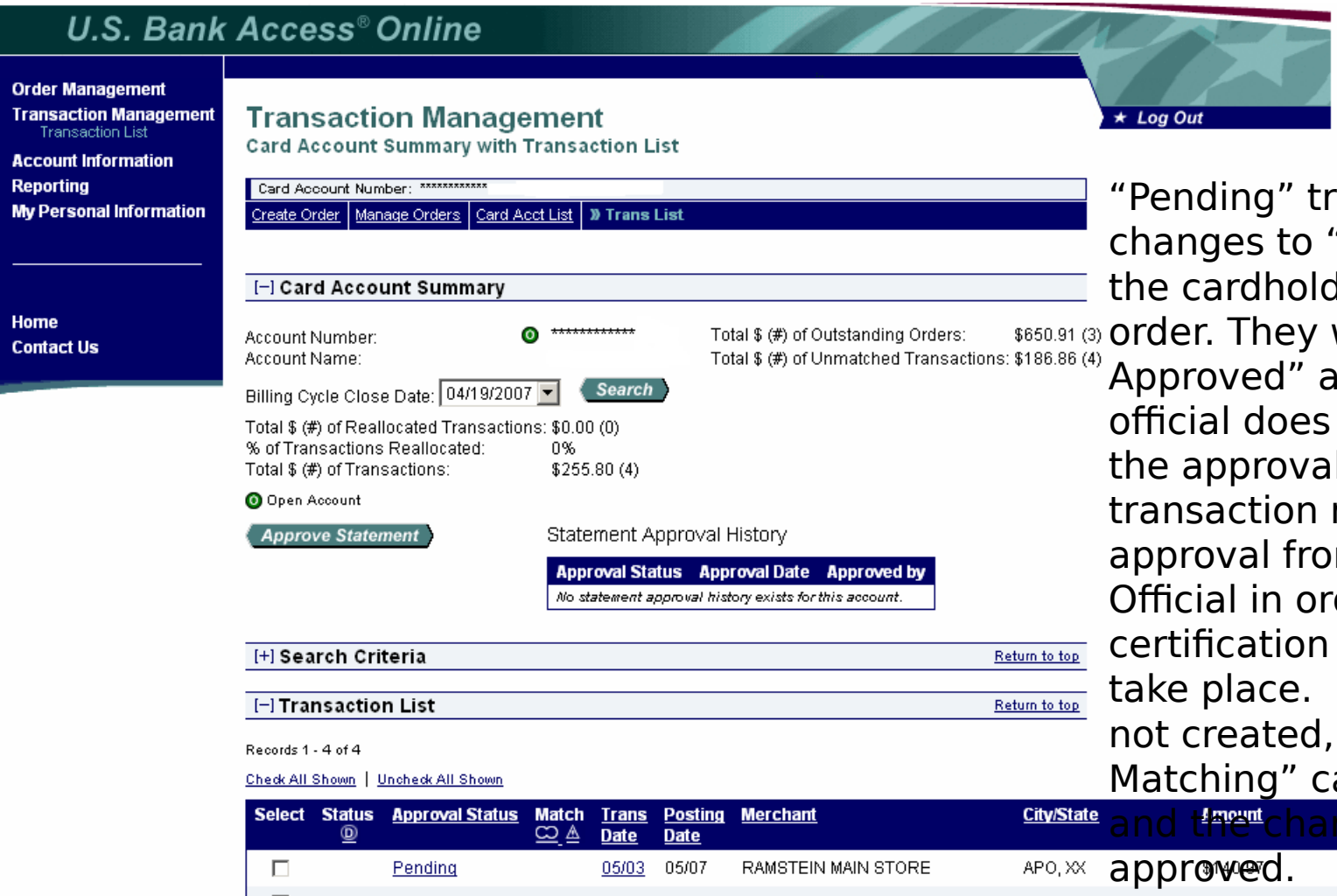
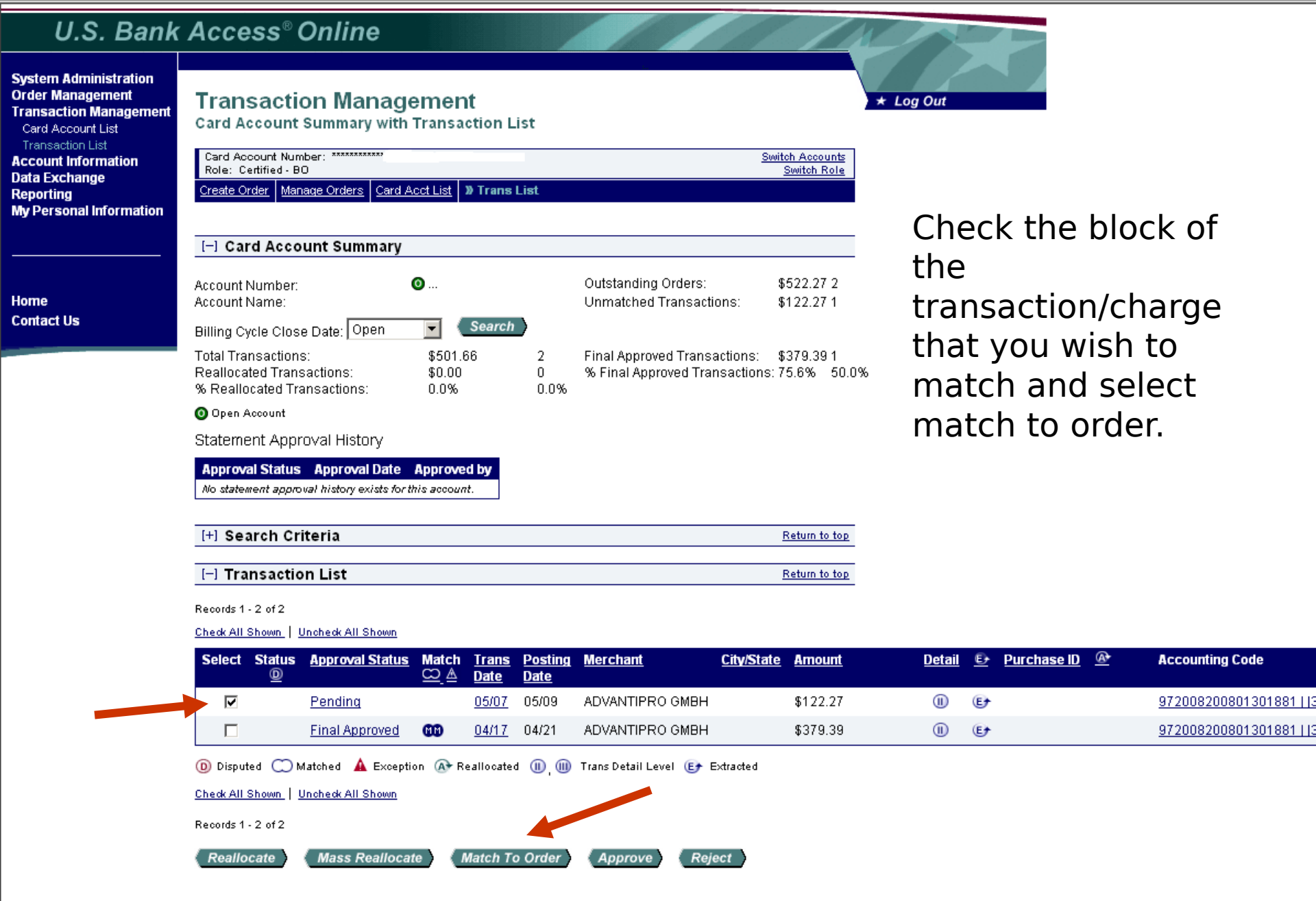
usb col 5
Done
Internet


U.S. Bank Access® Online
Order Management
Transaction Management
Transaction List
Account Information
Reporting
My Personal Information
Home
Contact Us
★ Log Out
Transaction Management
Card Account Summary with Transaction List
Card Account Number: **********
Create Order | Manage Orders | Card Acct List | » Trans List
[−] Card Account Summary
Account Number: **********
Account Name:
Total $ (#) of Outstanding Orders: $650.91 (3)
Total $ (#) of Unmatched Transactions: $186.86 (4)
Billing Cycle Close Date: 04/19/2007
Search
Total $ (#) of Reallocated Transactions: $0.00 (0)
% of Transactions Reallocated: 0%
Total $ (#) of Transactions: $255.80 (4)
Open Account
Approve Statement
Statement Approval History
Approval Status | Approval Date | Approved by
No statement approval history exists for this account.
[+] Search Criteria
Return to top
[−] Transaction List
Return to top
Records 1 - 4 of 4
Check All Shown | Uncheck All Shown
Select | Status | Approval Status | Match | Trans Date | Posting Date | Merchant | City/State | Amount | Detail | Purchase ID
Pending | 05/03 | 05/07 | RAMSTEIN MAIN STORE | APO, XX | $44.82 | 12418817
Pending | 04/26 | 04/30 | KOCH EINBRUCHSCHUTZ | $57.91
Final Approved | 04/26 | 04/30 | AAFES VOGELWEH POWERZONE | WEST GERMANY, XX | $44.82 | 11710787
Final Approved | 04/26 | 04/30 | VOGELW MAIN STORE | APO, XX | $12.10 | 11708912
Disputed Matched Exception Reallocated Trans Detail Level
Check All Shown | Uncheck All Shown
Records 1 - 4 of 4

"Pending" transaction status changes to "Approved" when the cardholder matches to order. They will only be "Final Approved" after the billing official does their portion of the approval process. Each transaction requires final approval from the Billing Official in order for the certification for payment to take place. If an order was not created, "Order Matching" cannot take place, and the charge cannot be approved.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Card Account List
Transaction List
Account Information
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My Personal Information
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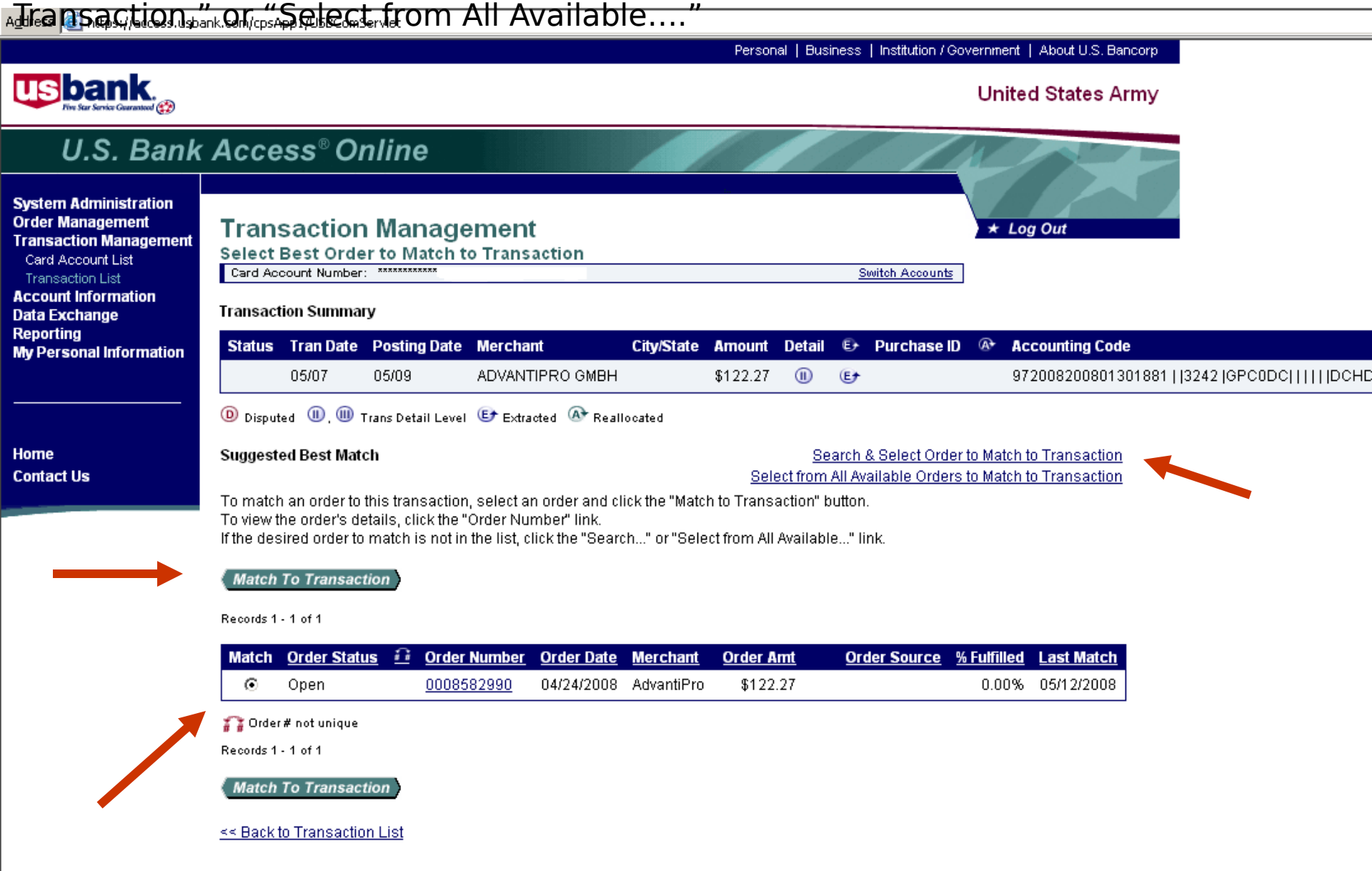
Contact Us
Transaction Management
Card Account Summary with Transaction List
Card Account Number: **********
Role: Certified - BO
Switch Accounts
Switch Role
Create Order | Manage Orders | Card Acct List | » Trans List
[−] Card Account Summary
Account Number:
Account Name:
Outstanding Orders: $522.27 2
Unmatched Transactions: $122.27 1
Billing Cycle Close Date: Open
Search
Total Transactions: $501.66 2
Reallocated Transactions: $0.00 0
% Reallocated Transactions: 0.0% 0.0%
Final Approved Transactions: $379.39 1
% Final Approved Transactions: 75.6% 50.0%
Open Account
Statement Approval History
Approval Status | Approval Date | Approved by
No statement approval history exists for this account.
[+] Search Criteria
Return to top
[−] Transaction List
Return to top
Records 1 - 2 of 2
Check All Shown | Uncheck All Shown
Select | Status | Approval Status | Match | Trans Date | Posting Date | Merchant | City/State | Amount | Detail | Purchase ID | Accounting Code
Pending 05/07 05/09 ADVANTIPRO GMBH $122.27
Final Approved 04/17 04/21 ADVANTIPRO GMBH $379.39
Disputed | Matched | Exception | Reallocated | Trans Detail Level | Extracted
Check All Shown | Uncheck All Shown
Records 1 - 2 of 2
Reallocate
Mass Reallocate
Match To Order
Approve
Reject

Check the block of the transaction/charge that you wish to match and select match to order.

The system may or may not display an order or orders that it thinks should be matched to the transaction. If you determine the correct order is displayed, ensure the radio button is filled in and select “Match To Transaction.” If you determine that the correct order is not available, select the hyper link “Search & Select Order to Match to Transaction,” or “Select from All Available….”



Transaction Management

Search and Select Order to Match to Transaction

Card Account Number: ********** Switch Accounts

Transaction Summary

Status	Tran Date	Posting Date	Merchant	City/State	Amount	Detail	E	Purchase ID	A	Accounting Code
	05/07	05/09	ADVANTIPRO GMBH		$122.27	II	E			97200820080130188 1 ||3242 |GPC

D Disputed II, III Trans Detail Level E Extracted A Reallocated

Search and Select Orders

Select from All Available Orders to Match to Transaction
Select Best Order to Match to Transaction

To match an order to this transaction, select an order and click the "Match to Transaction" button.
To view the order's details, click the "Order Number" link.
If the desired order to match is not in the list, click the "Select from All Available..." or "Select Best..." link.

[+] **Search Criteria** Return to top

Match To Transaction

Records 1 - 7 of 7

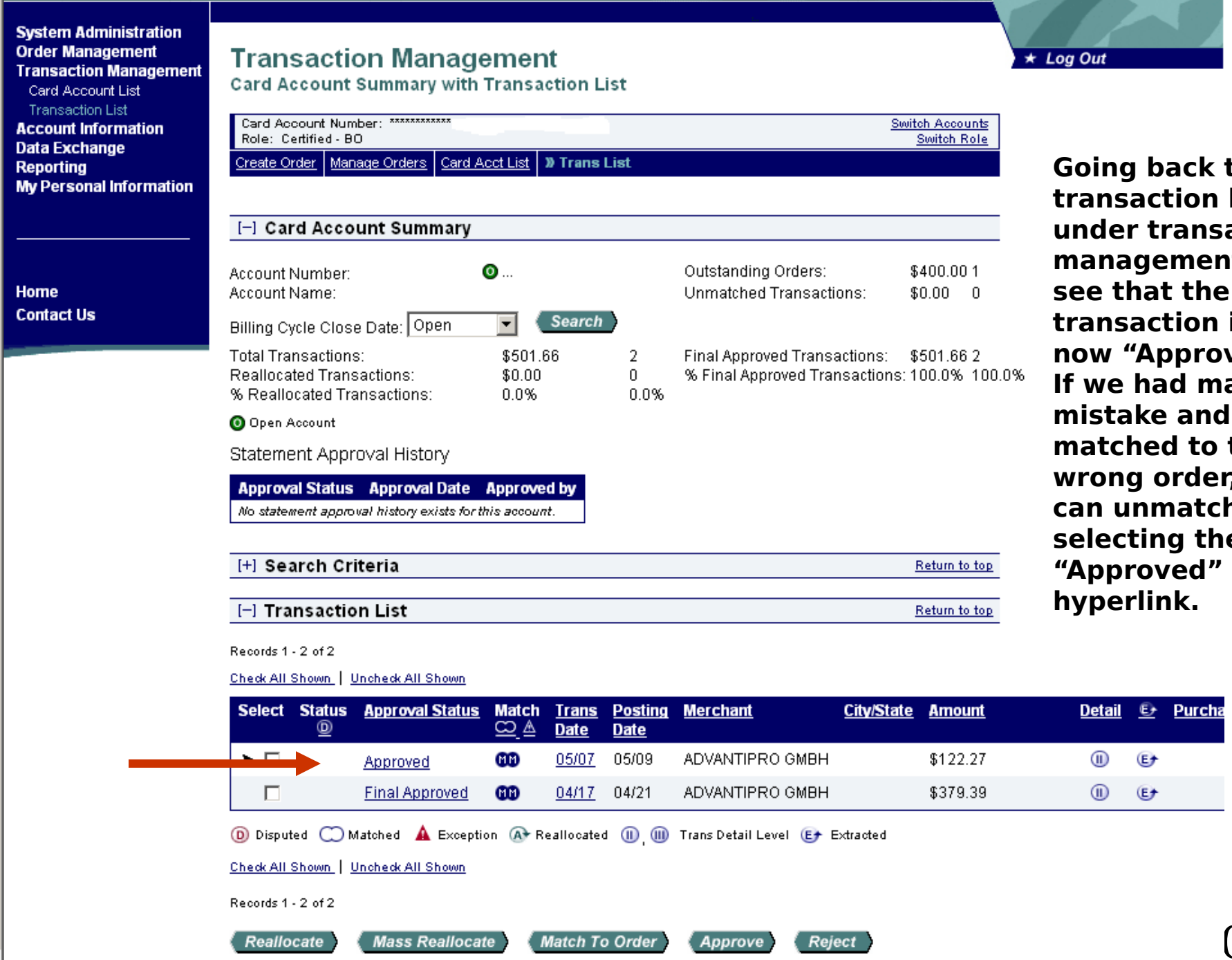
Match	Order Status	Order Number	Order Date	Merchant	Order Amt	Order Source	% Fulfilled	Last Match
○	Open	0008583081	05/09/2008	AUSA	$400.00		0.00%	
◉	Open	0008582990	04/24/2008	AdvantiPro	$122.27		0.00%	05/12/2008
○	Fulfilled	0008251568	03/20/2008	FedEx Europe	$73.17		100.00%	04/16/2008
○	Fulfilled	0008544735	03/14/2008	AdvantiPro	$379.39		100.00%	05/08/2008
○	Fulfilled	0006580616	02/15/2008	AAFES Vogelweh BX/PX	$47.80		100.00%	02/19/2008
○	Fulfilled	0006158055	01/22/2008	Advanti-Pro	$99.45		100.00%	02/11/2008
○	Fulfilled	0005845595	12/13/2007	AAFES Vogelweh BX/PX	$34.41		100.00%	12/19/2007

Order # not unique

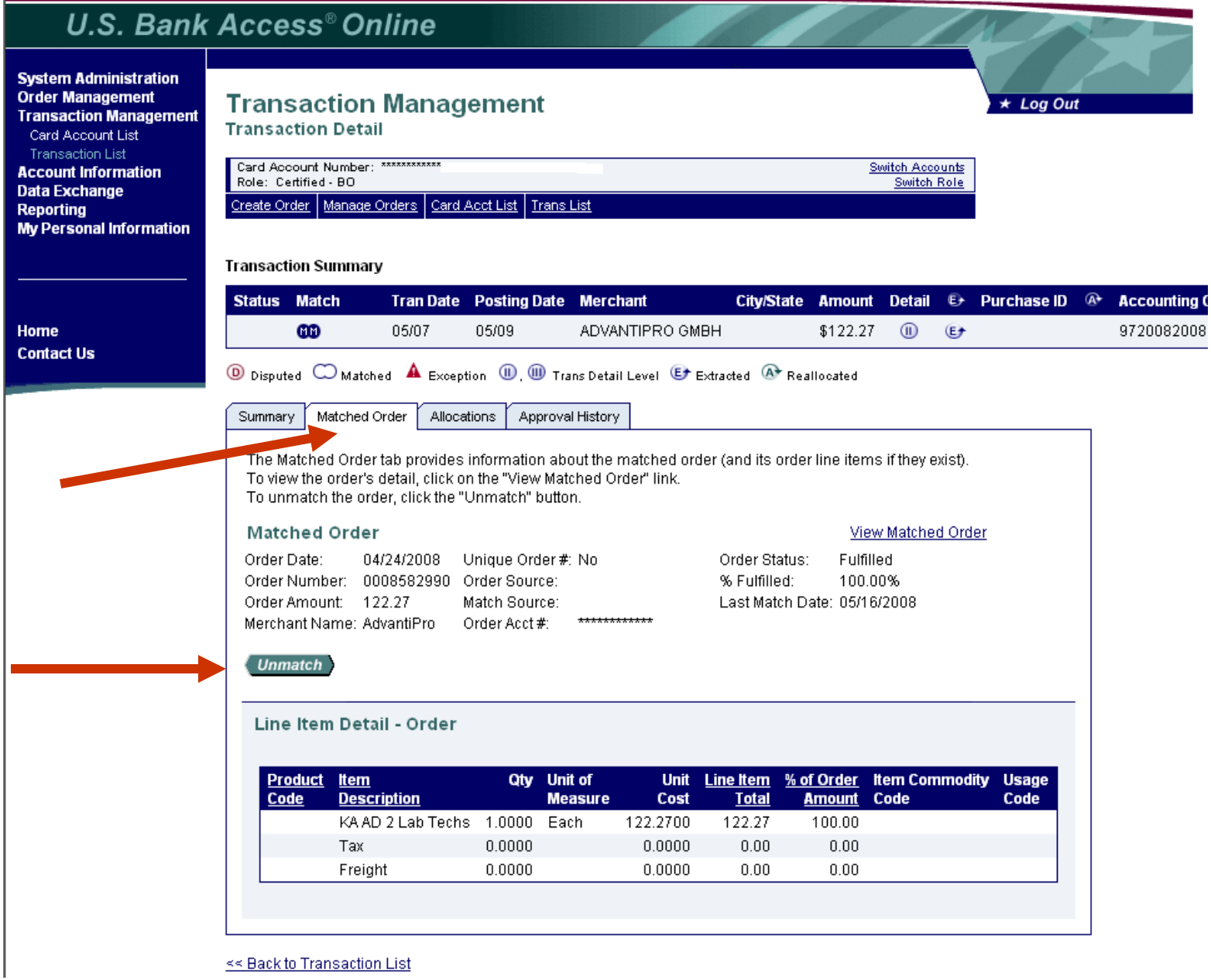
Records 1 - 7 of 7

Match To Transaction

From the list of available orders we click the radio button of the correct order and select "Match To Transaction."

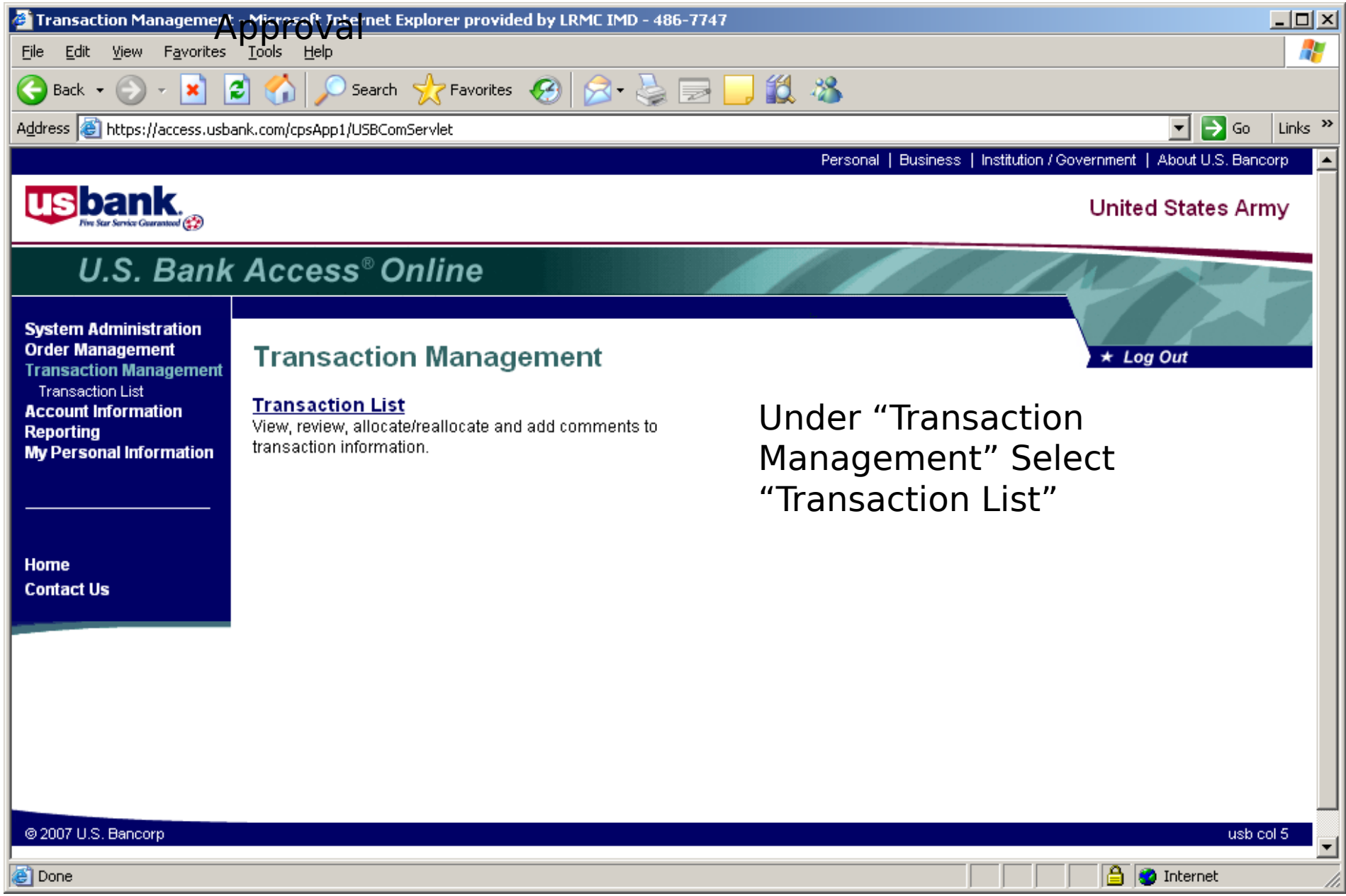

System Administration
Order Management
Transaction Management
Card Account List
Transaction List
Account Information
Data Exchange
Reporting
My Personal Information
Home
Contact Us
Transaction Management
Card Account Summary with Transaction List
★ Log Out
Card Account Number: **********
Role: Certified - BO
Switch Accounts
Switch Role
Create Order | Manage Orders | Card Acct List | » Trans List
[−] Card Account Summary
Account Number:
Account Name:
Outstanding Orders: $400.00 1
Unmatched Transactions: $0.00 0
Billing Cycle Close Date: Open
Search
Total Transactions: $501.66 2
Reallocated Transactions: $0.00 0
% Reallocated Transactions: 0.0% 0.0%
Final Approved Transactions: $501.66 2
% Final Approved Transactions: 100.0% 100.0%
Open Account
Statement Approval History
Approval Status | Approval Date | Approved by
No statement approval history exists for this account.
[+] Search Criteria
Return to top
[−] Transaction List
Return to top
Records 1 - 2 of 2
Check All Shown | Uncheck All Shown
Select | Status | Approval Status | Match | Trans Date | Posting Date | Merchant | City/State | Amount | Detail | Purcha
Approved | 05/07 | 05/09 | ADVANTIPRO GMBH | $122.27
Final Approved | 04/17 | 04/21 | ADVANTIPRO GMBH | $379.39
Disputed | Matched | Exception | Reallocated | Trans Detail Level | Extracted
Check All Shown | Uncheck All Shown
Records 1 - 2 of 2
Reallocate | Mass Reallocate | Match To Order | Approve | Reject

Going back to the transaction list under transaction management, we see that the transaction is now "Approved." If we had made a mistake and matched to the wrong order, we can unmatch by selecting the "Approved" hyperlink.

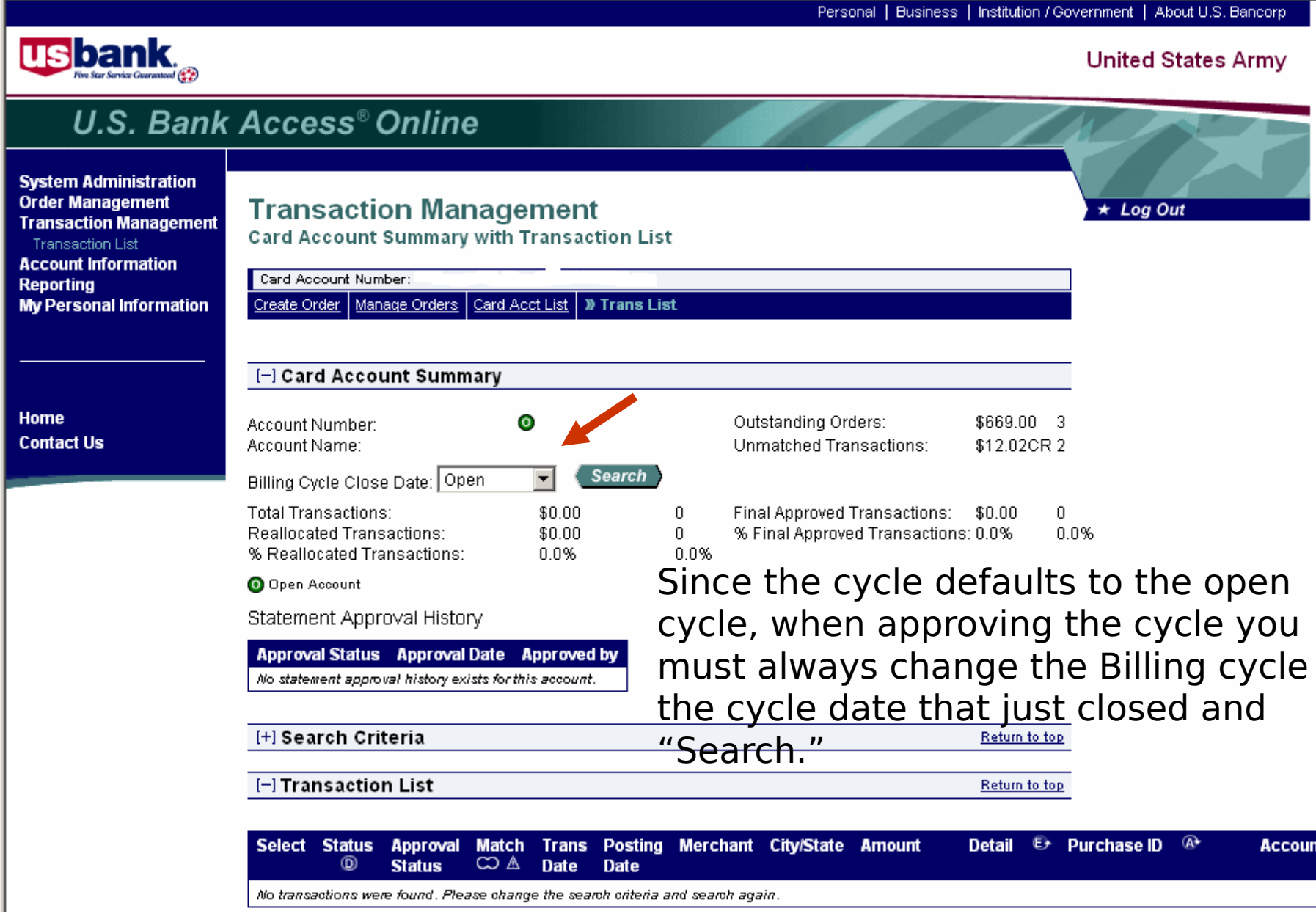


The hyperlink takes you to the “Transaction Summary” for that order. Each tab has different useful information. Under the “Matched Order” you can “Unmatch” if needed.

Next several slides detail cardholder Statement Approval



Under “Transaction Management” Select “Transaction List”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Account Information
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My Personal Information
Home
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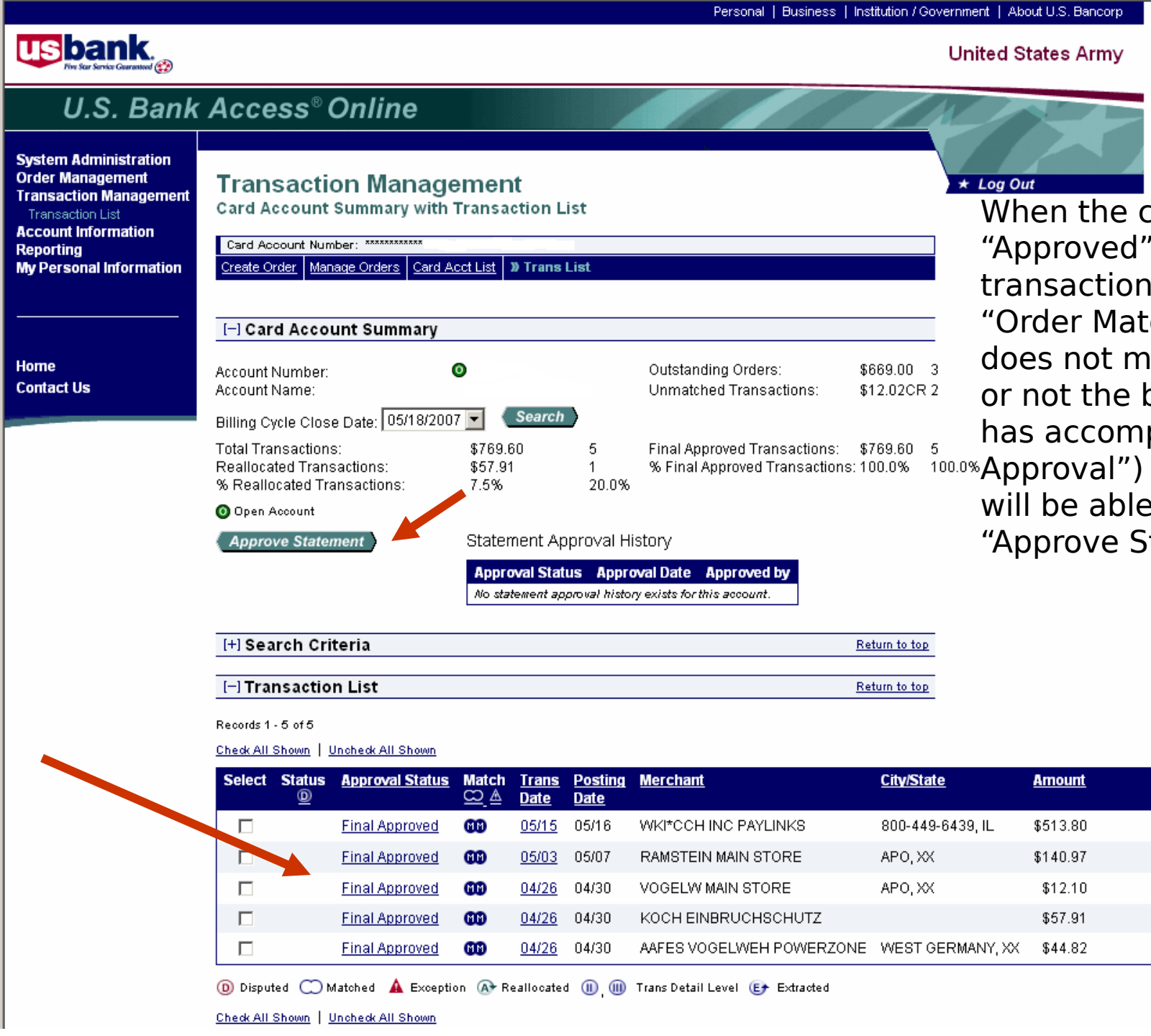
Transaction Management
Card Account Summary with Transaction List
★ Log Out
Card Account Number:
Create Order | Manage Orders | Card Acct List | » Trans List
[−] Card Account Summary
Account Number:
Account Name:
Outstanding Orders: $669.00 3
Unmatched Transactions: $12.02CR 2
Billing Cycle Close Date: Open
Search
Total Transactions: $0.00 0
Reallocated Transactions: $0.00 0
% Reallocated Transactions: 0.0% 0.0%
Final Approved Transactions: $0.00 0
% Final Approved Transactions: 0.0% 0.0%
Open Account
Statement Approval History
Approval Status | Approval Date | Approved by
No statement approval history exists for this account.
[+] Search Criteria
Return to top
[−] Transaction List
Return to top
Select | Status | Approval Status | Match | Trans Date | Posting Date | Merchant | City/State | Amount | Detail | Purchase ID | Accounting Code
No transactions were found. Please change the search criteria and search again.

Since the cycle defaults to the open cycle, when approving the cycle you must always change the Billing cycle to the cycle date that just closed and "Search."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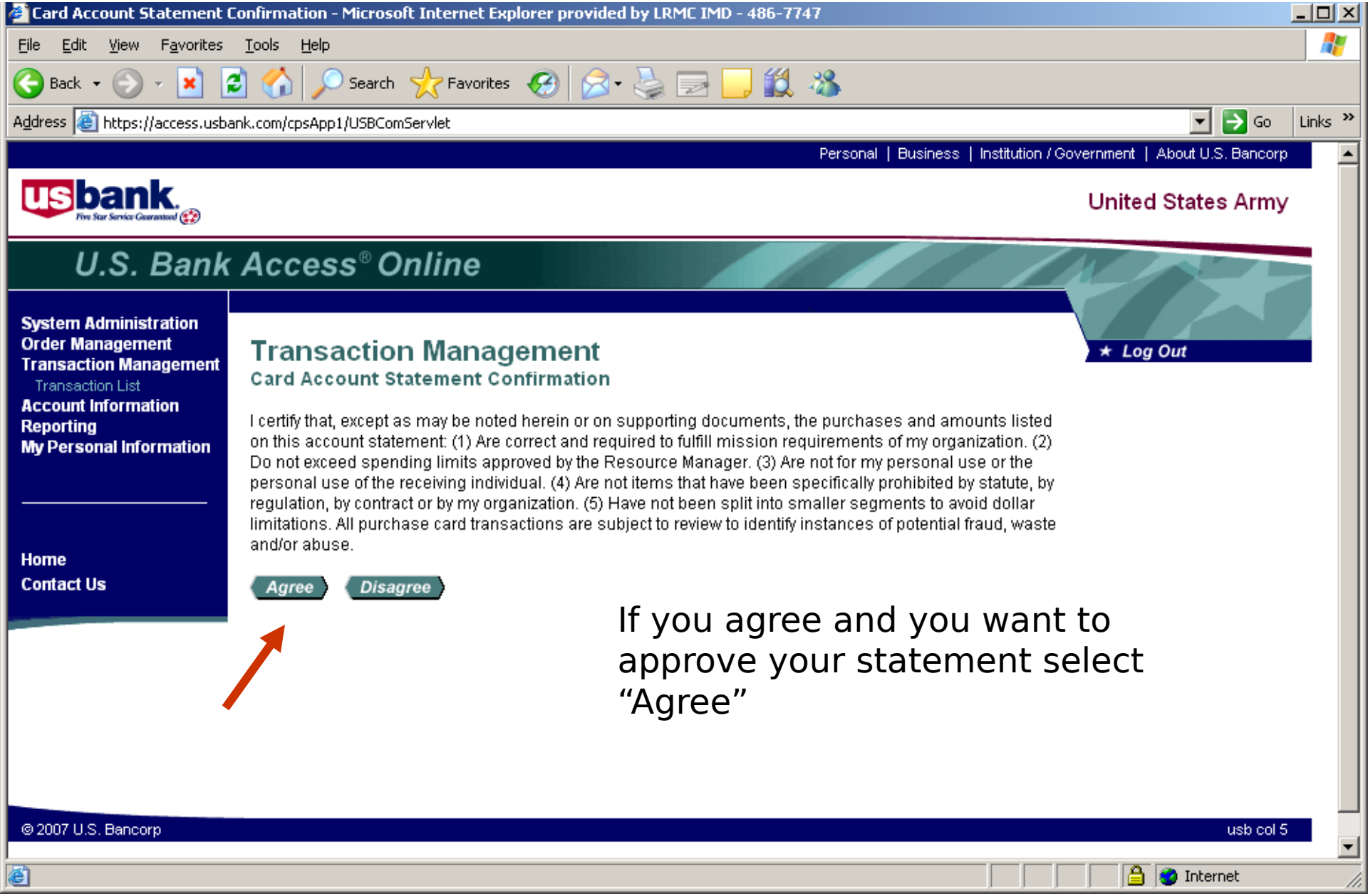
Transaction Management
Card Account Summary with Transaction List
Card Account Number: **********
Create Order | Manage Orders | Card Acct List | » Trans List
[−] Card Account Summary
Account Number:
Account Name:
Outstanding Orders: $669.00 3
Unmatched Transactions: $12.02CR 2
Billing Cycle Close Date: 05/18/2007
Search
Total Transactions: $769.60 5
Reallocated Transactions: $57.91 1
% Reallocated Transactions: 7.5% 20.0%
Final Approved Transactions: $769.60 5
% Final Approved Transactions: 100.0% 100.0%
Open Account
Approve Statement
Statement Approval History
Approval Status Approval Date Approved by
No statement approval history exists for this account.
[+] Search Criteria
Return to top
[−] Transaction List
Return to top
Records 1 - 5 of 5
Check All Shown | Uncheck All Shown
Select Status Approval Status Match Trans Date Posting Date Merchant City/State Amount Detail Purchase ID
Final Approved MM 05/15 05/16 WKI*CCH INC PAYLINKS 800-449-6439, IL $513.80 0
Final Approved MM 05/03 05/07 RAMSTEIN MAIN STORE APO, XX $140.97 12418817
Final Approved MM 04/26 04/30 VOGELW MAIN STORE APO, XX $12.10 11708912
Final Approved MM 04/26 04/30 KOCH EINBRUCHSCHUTZ $57.91
Final Approved MM 04/26 04/30 AAFES VOGELWEH POWERZONE WEST GERMANY, XX $44.82 11710787
Disputed Matched Exception Reallocated Trans Detail Level Extracted
Check All Shown | Uncheck All Shown

When the cardholder has "Approved" each transaction through "Order Matching" (it does not matter whether or not the billing official has accomplished "Final Approval") Cardholders will be able to select and "Approve Statement"


Card Account Statement Confirmation - Microsoft Internet Explorer provided by LRMC IMD - 486-7747
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Transaction Management
Card Account Statement Confirmation
I certify that, except as may be noted herein or on supporting documents, the purchases and amounts listed on this account statement: (1) Are correct and required to fulfill mission requirements of my organization. (2) Do not exceed spending limits approved by the Resource Manager. (3) Are not for my personal use or the personal use of the receiving individual. (4) Are not items that have been specifically prohibited by statute, by regulation, by contract or by my organization. (5) Have not been split into smaller segments to avoid dollar limitations. All purchase card transactions are subject to review to identify instances of potential fraud, waste and/or abuse.
Agree
Disagree
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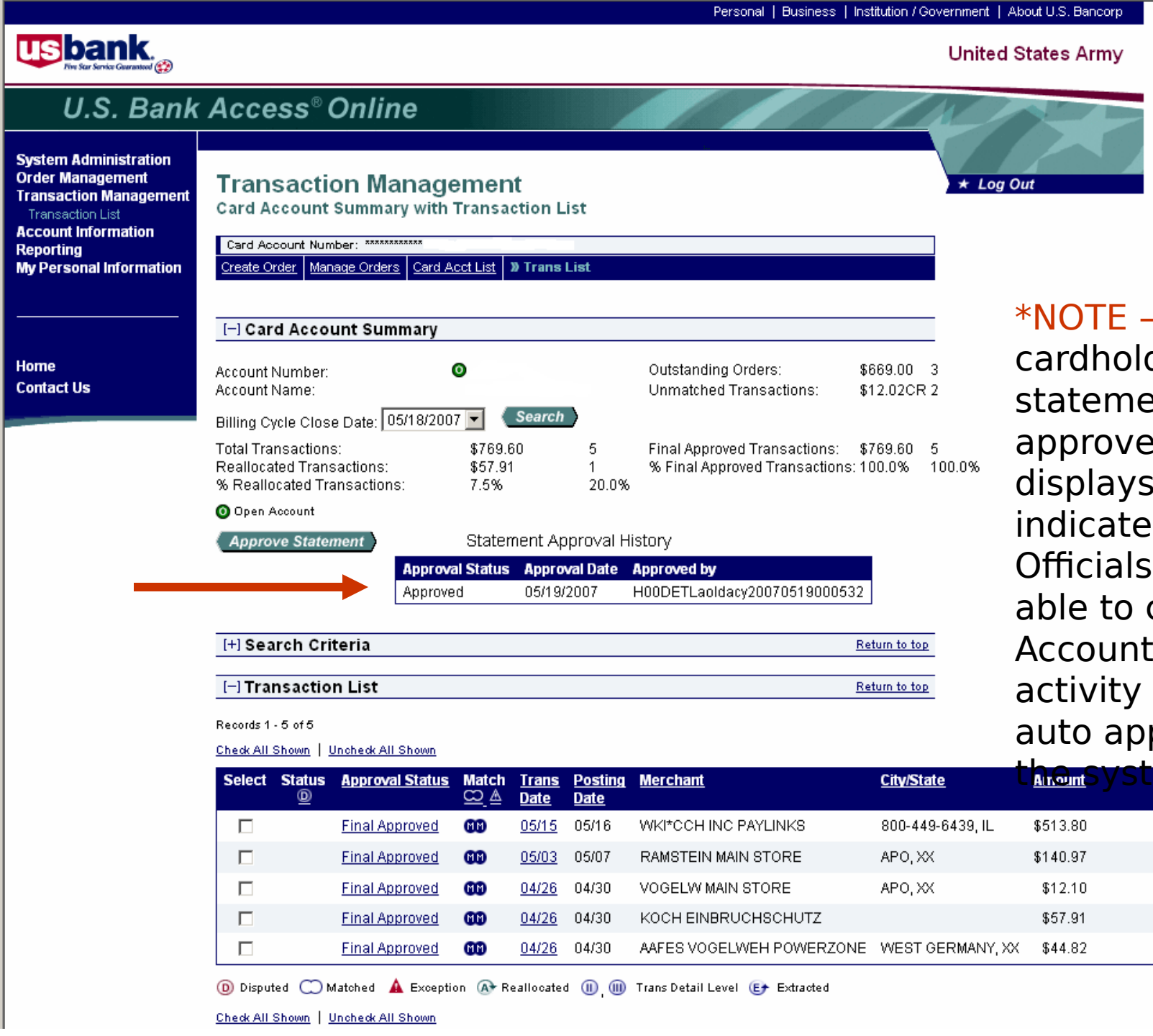
usb col 5
Internet

If you agree and you want to approve your statement select "Agree"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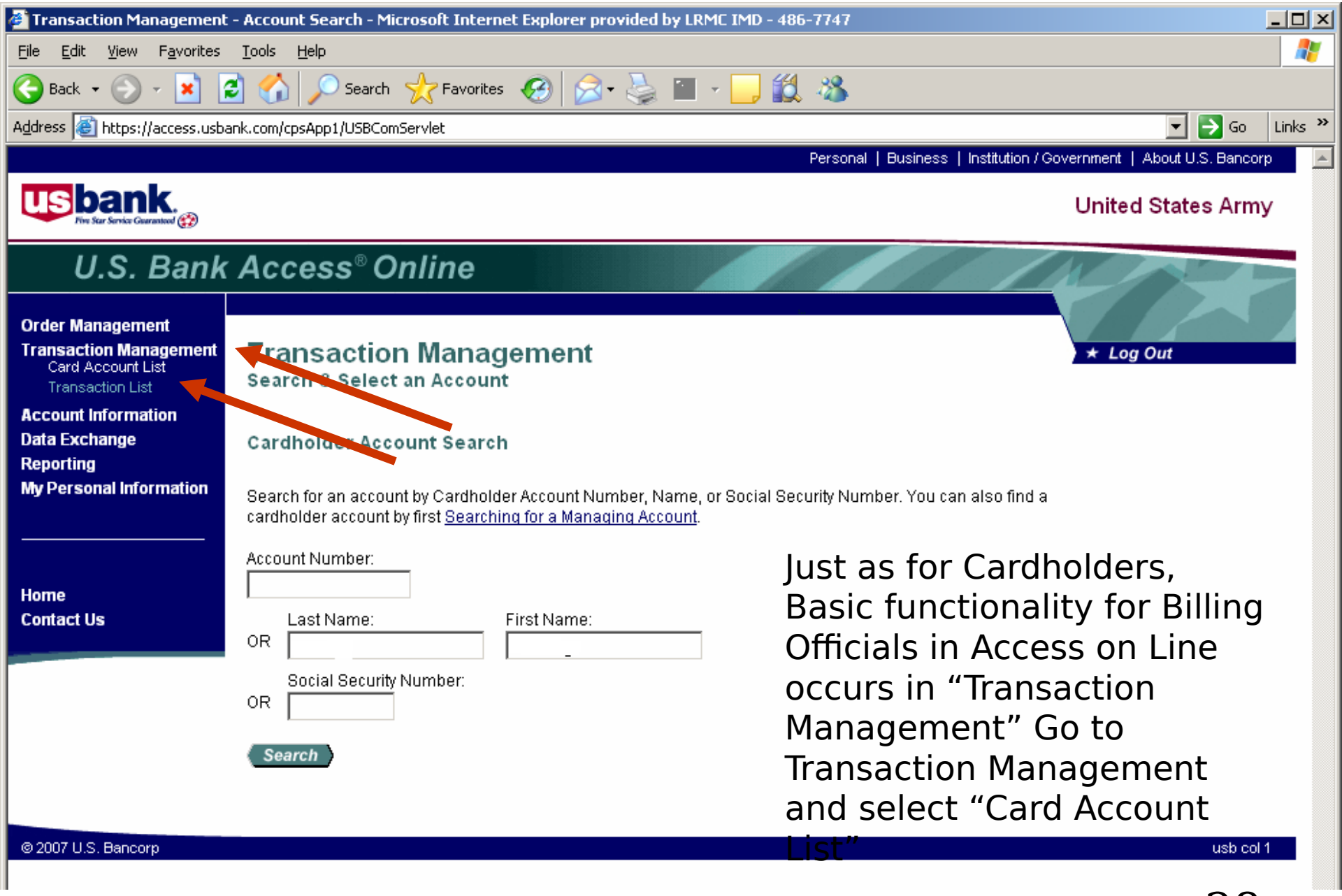
Transaction Management
Card Account Summary with Transaction List
Card Account Number: **********
Create Order | Manage Orders | Card Acct List | » Trans List
[−] Card Account Summary
Account Number:
Account Name:
Outstanding Orders: $669.00 3
Unmatched Transactions: $12.02CR 2
Billing Cycle Close Date: 05/18/2007
Search
Total Transactions: $769.60 5
Reallocated Transactions: $57.91 1
% Reallocated Transactions: 7.5% 20.0%
Final Approved Transactions: $769.60 5
% Final Approved Transactions: 100.0% 100.0%
Open Account
Approve Statement
Statement Approval History
Approval Status | Approval Date | Approved by
Approved | 05/19/2007 | H00DETLaoldacy20070519000532
[+] Search Criteria
Return to top
[−] Transaction List
Return to top
Records 1 - 5 of 5
Check All Shown | Uncheck All Shown
Select | Status | Approval Status | Match | Trans Date | Posting Date | Merchant | City/State | Amount | Detail | Purchase ID
Final Approved | MM | 05/15 | 05/16 | WKI*CCH INC PAYLINKS | 800-449-6439, IL | $513.80 | 0
Final Approved | MM | 05/03 | 05/07 | RAMSTEIN MAIN STORE | APO, XX | $140.97 | 12418817
Final Approved | MM | 04/26 | 04/30 | VOGELW MAIN STORE | APO, XX | $12.10 | 11708912
Final Approved | MM | 04/26 | 04/30 | KOCH EINBRUCHSCHUTZ | $57.91
Final Approved | MM | 04/26 | 04/30 | AAFES VOGELWEH POWERZONE | WEST GERMANY, XX | $44.82 | 11710787
Disputed Matched Exception Reallocated Trans Detail Level Extracted
Check All Shown | Uncheck All Shown

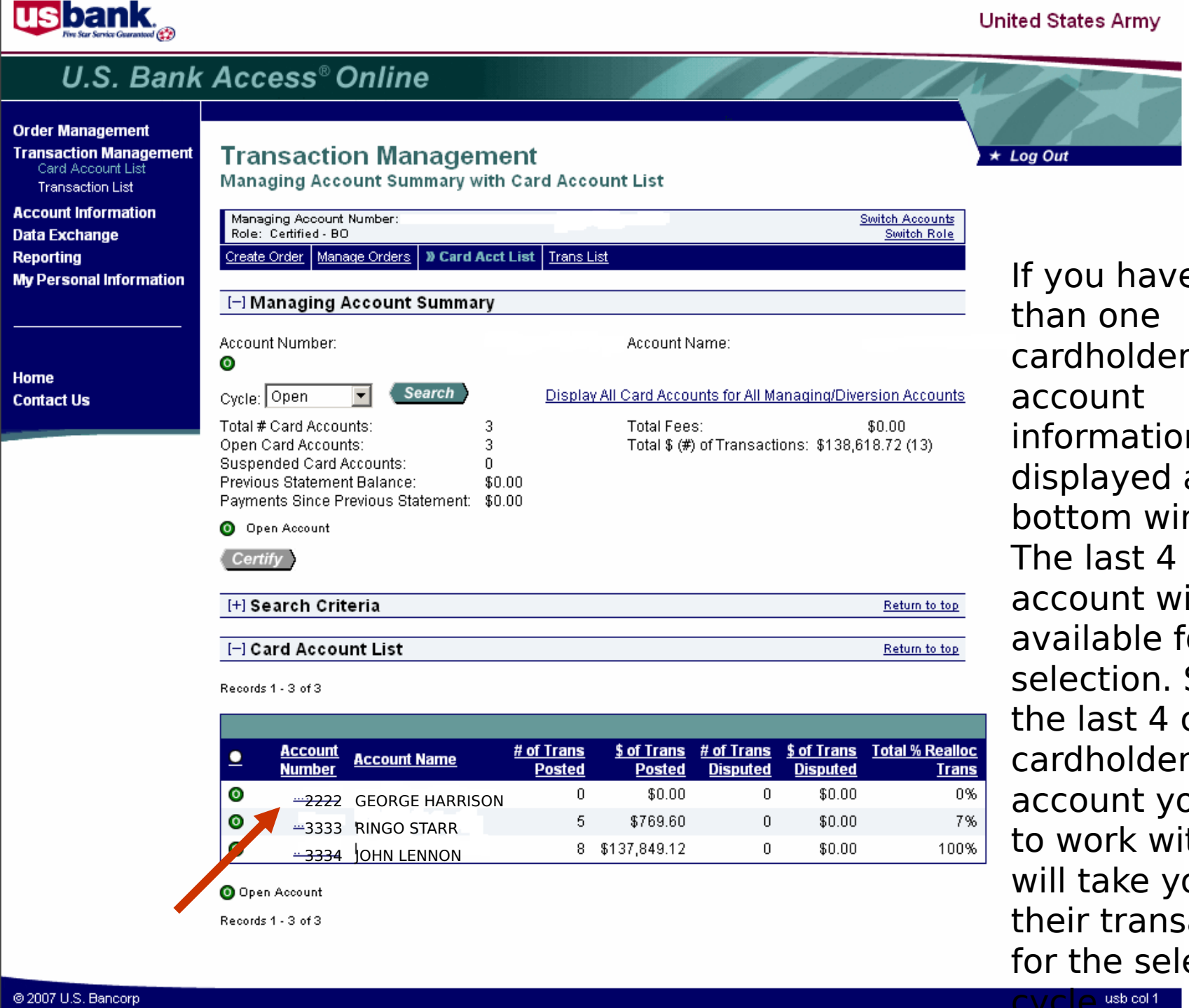
*NOTE – If all cardholder statements are not approved (which displays the status indicated) Billing Officials will not be able to certify. Accounts with no activity may be auto approved by the system.

ACCESS ON LINE BASIC FUNCTIONALITIES FOR BILLING OFFICIALS

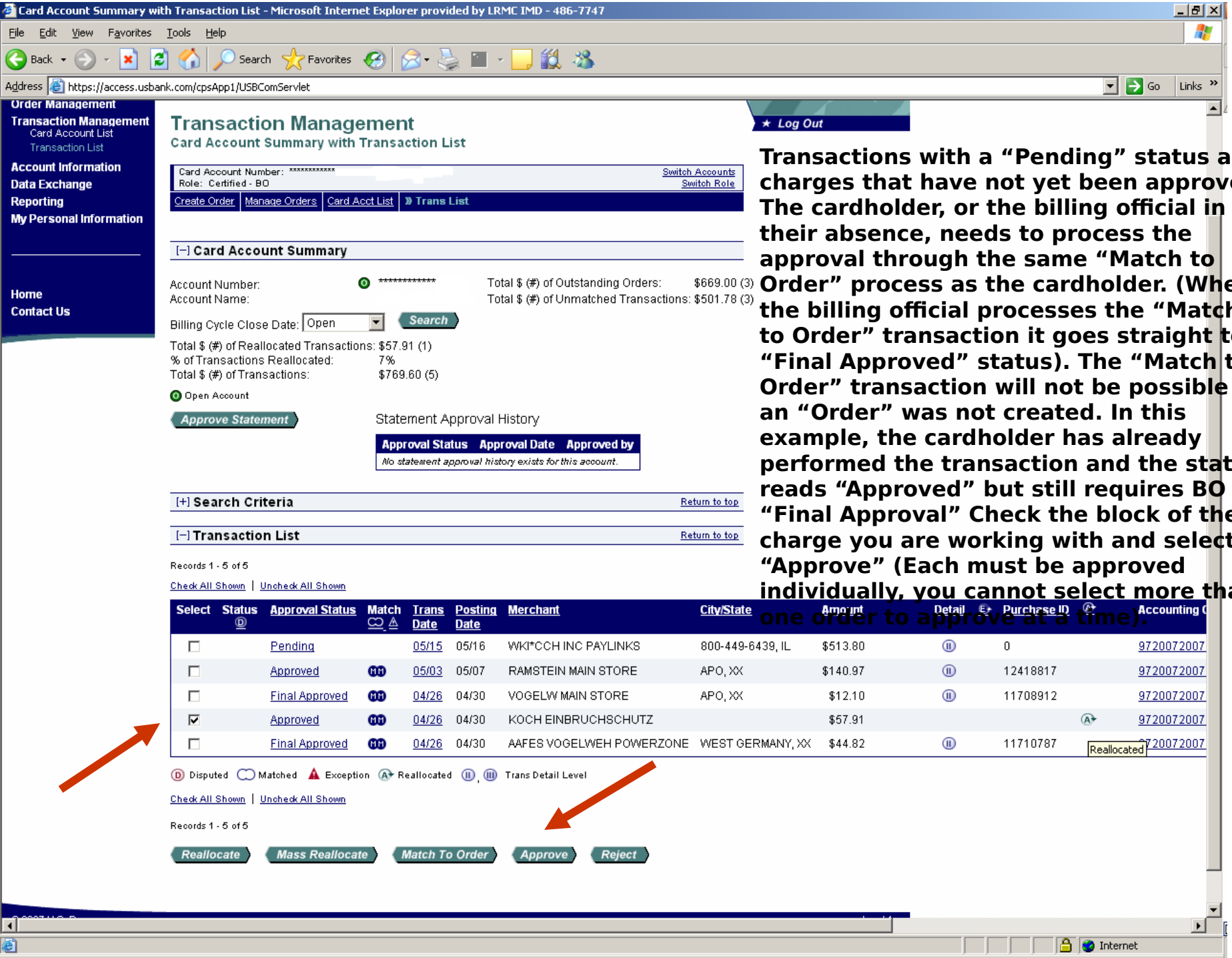
These slides illustrate basic Billing Official/Alternate Billing Official Functions. Billing Officials are enabled to perform needed cardholder functions when cardholders are absent. While navigation may differ slightly, they accomplish the same transactions in the same manner. When needed, please refer to those instructions.



Just as for Cardholders, Basic functionality for Billing Officials in Access on Line occurs in “Transaction Management” Go to Transaction Management and select “Card Account List”



If you have more than one cardholder, their account information will be displayed at the bottom window. The last 4 of their account will be available for selection. Select the last 4 of the cardholder whose account you wish to work with. This will take you to their transactions for the selected cycle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Transaction List
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Data Exchange
Reporting
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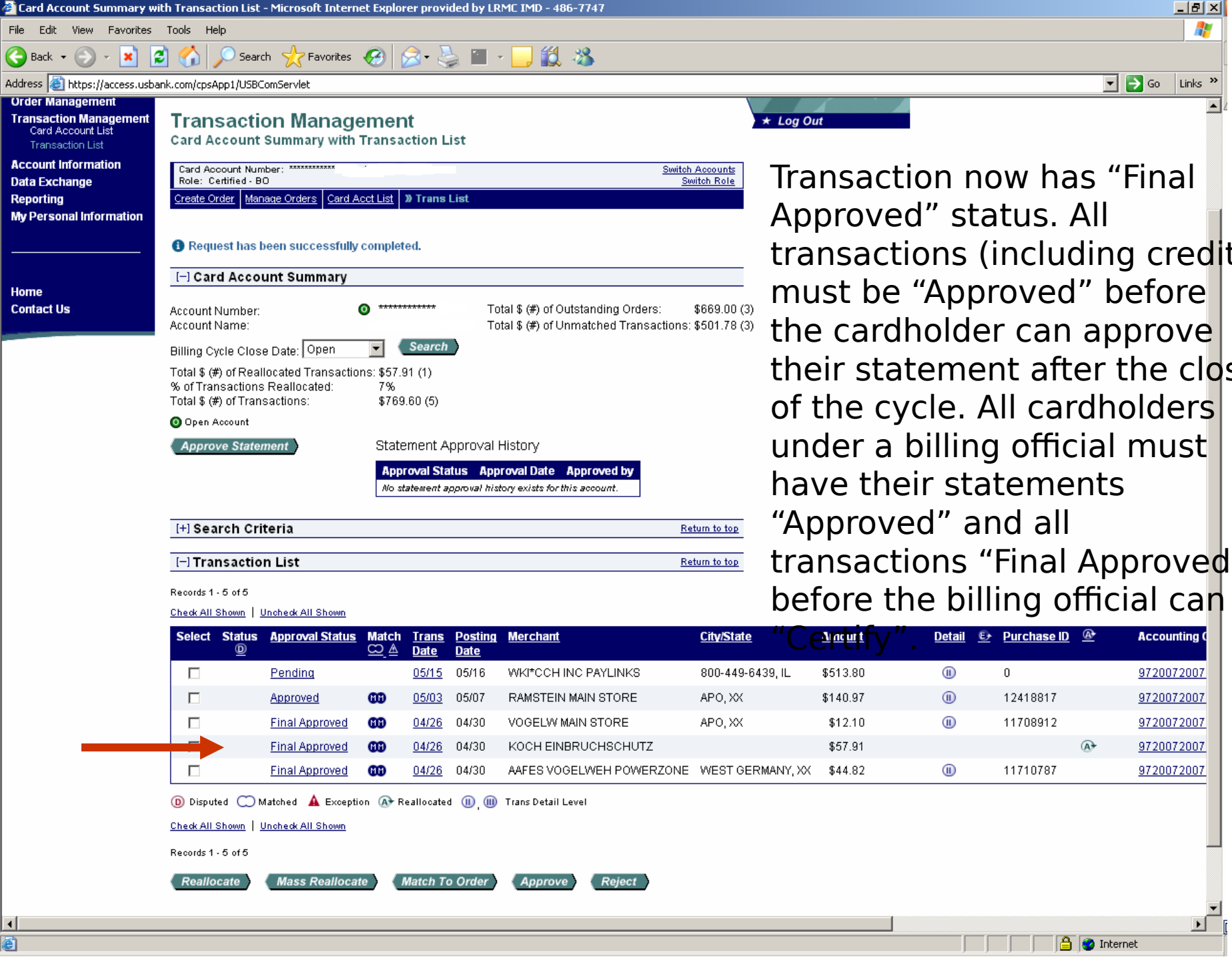
Contact Us
Transaction Management
Card Account Summary with Transaction List
Log Out
Card Account Number: **********
Role: Certified - BO
Switch Accounts
Switch Role
Create Order | Manage Orders | Card Acct List | » Trans List
[−] Card Account Summary
Account Number: **********
Account Name:
Total $ (#) of Outstanding Orders: $669.00 (3)
Total $ (#) of Unmatched Transactions: $501.78 (3)
Billing Cycle Close Date: Open
Search
Total $ (#) of Reallocated Transactions: $57.91 (1)
% of Transactions Reallocated: 7%
Total $ (#) of Transactions: $769.60 (5)
Open Account
Approve Statement
Statement Approval History
Approval Status | Approval Date | Approved by
No statement approval history exists for this account.
[+] Search Criteria
Return to top
[−] Transaction List
Return to top
Records 1 - 5 of 5
Check All Shown | Uncheck All Shown
Select | Status | Approval Status | Match | Trans Date | Posting Date | Merchant | City/State | Amount | Detail | Purchase ID | Accounting
Pending 05/15 05/16 WKI*CCH INC PAYLINKS 800-449-6439, IL $513.80 0 9720072007
Approved 05/03 05/07 RAMSTEIN MAIN STORE APO, XX $140.97 12418817 9720072007
Final Approved 04/26 04/30 VOGELW MAIN STORE APO, XX $12.10 11708912 9720072007
Approved 04/26 04/30 KOCH EINBRUCHSCHUTZ $57.91 9720072007
Final Approved 04/26 04/30 AAFES VOGELWEH POWERZONE WEST GERMANY, XX $44.82 11710787 9720072007
Reallocated
Disputed Matched Exception Reallocated Trans Detail Level
Check All Shown | Uncheck All Shown
Records 1 - 5 of 5
Reallocate
Mass Reallocate
Match To Order
Approve
Reject
Internet

Transactions with a “Pending” status are charges that have not yet been approved. The cardholder, or the billing official in their absence, needs to process the approval through the same “Match to Order” process as the cardholder. (When the billing official processes the “Match to Order” transaction it goes straight to “Final Approved” status). The “Match to Order” transaction will not be possible if an “Order” was not created. In this example, the cardholder has already performed the transaction and the status reads “Approved” but still requires BO “Final Approval” Check the block of the charge you are working with and select “Approve” (Each must be approved individually, you cannot select more than one order to approve at a time).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Transaction List
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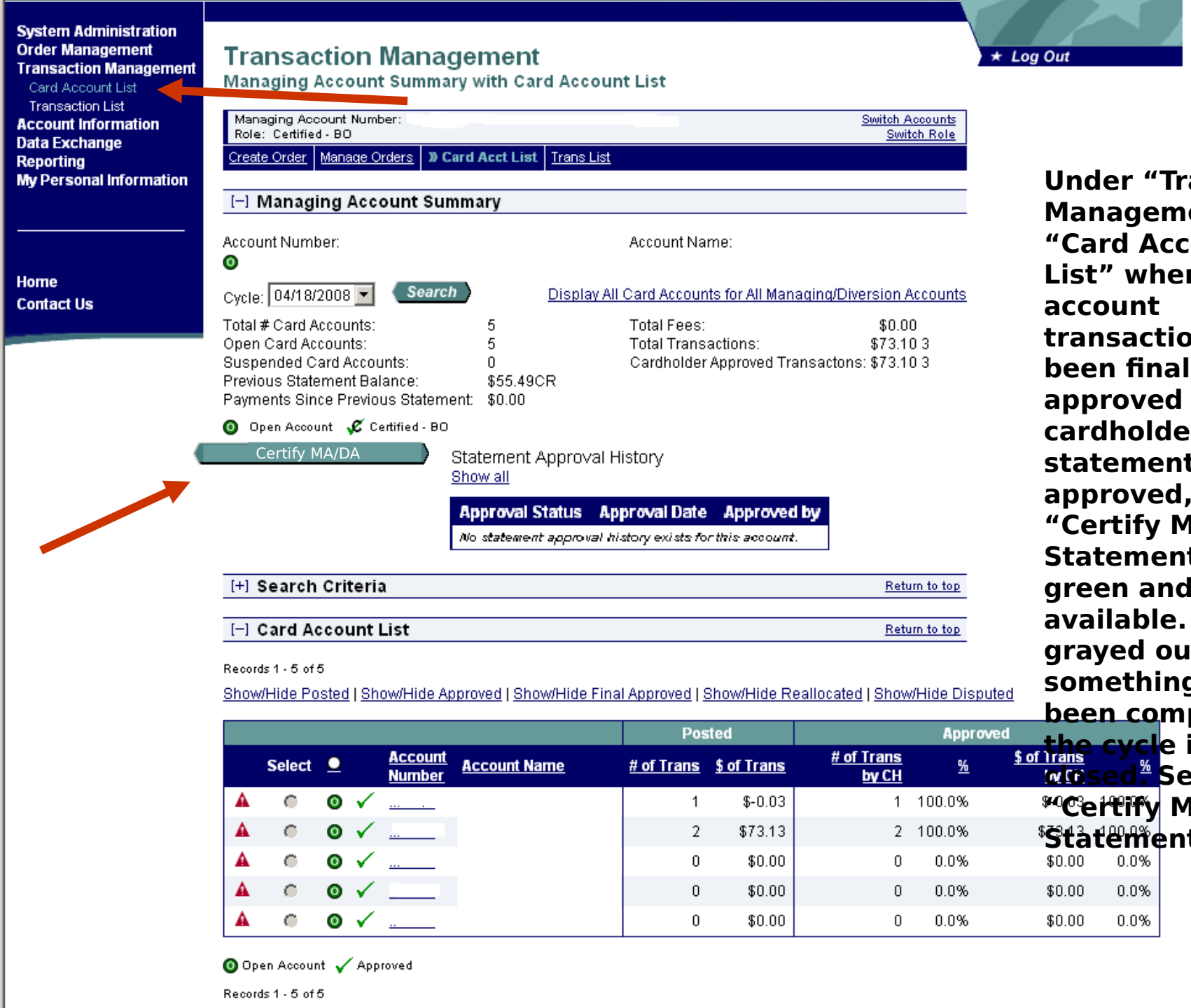
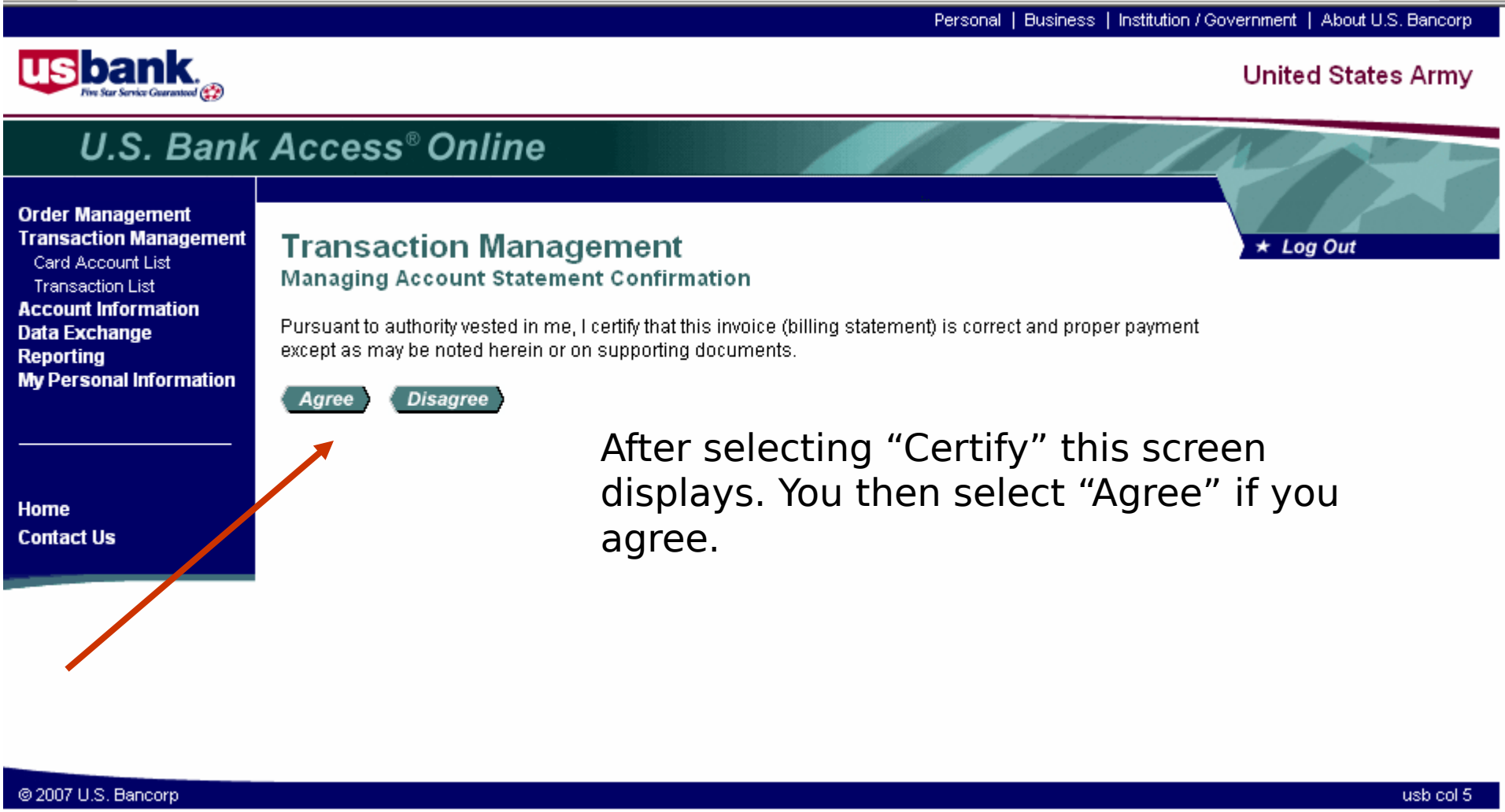
Transaction Management
Card Account Summary with Transaction List
Log Out
Card Account Number: **********
Role: Certified - BO
Switch Accounts
Switch Role
Create Order | Manage Orders | Card Acct List | » Trans List
Request has been successfully completed.
[−] Card Account Summary
Account Number: **********
Account Name:
Total $ (#) of Outstanding Orders: $669.00 (3)
Total $ (#) of Unmatched Transactions: $501.78 (3)
Billing Cycle Close Date: Open
Search
Total $ (#) of Reallocated Transactions: $57.91 (1)
% of Transactions Reallocated: 7%
Total $ (#) of Transactions: $769.60 (5)
Open Account
Approve Statement
Statement Approval History
Approval Status | Approval Date | Approved by
No statement approval history exists for this account.
[+] Search Criteria
Return to top
[−] Transaction List
Return to top
Records 1 - 5 of 5
Check All Shown | Uncheck All Shown
Select | Status | Approval Status | Match | Trans Date | Posting Date | Merchant | City/State | Amount | Detail | Purchase ID | Accounting
Pending | 05/15 | 05/16 | WKI*CCH INC PAYLINKS | 800-449-6439, IL | $513.80 | 0 | 9720072007
Approved | 05/03 | 05/07 | RAMSTEIN MAIN STORE | APO, XX | $140.97 | 12418817 | 9720072007
Final Approved | 04/26 | 04/30 | VOGELW MAIN STORE | APO, XX | $12.10 | 11708912 | 9720072007
Final Approved | 04/26 | 04/30 | KOCH EINBRUCHSCHUTZ | | $57.91 | | 9720072007
Final Approved | 04/26 | 04/30 | AAFES VOGELWEH POWERZONE | WEST GERMANY, XX | $44.82 | 11710787 | 9720072007
Disputed Matched Exception Reallocated Trans Detail Level
Check All Shown | Uncheck All Shown
Records 1 - 5 of 5
Reallocate
Mass Reallocate
Match To Order
Approve
Reject
Internet

Transaction now has “Final Approved” status. All transactions (including credits) must be “Approved” before the cardholder can approve their statement after the close of the cycle. All cardholders under a billing official must have their statements “Approved” and all transactions “Final Approved” before the billing official can “Certify”.



Under "Transaction Management" "Card Account List" when all card account transactions have been final approved and cardholder statements approved, the "Certify MA/DA Statement" will be green and available. If it is grayed out, something has not been completed, or the cycle is not closed. Select "Certify MA/DA Statement."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Pursuant to authority vested in me, I certify that this invoice (billing statement) is correct and proper payment except as may be noted herein or on supporting documents.
Agree
Disagree
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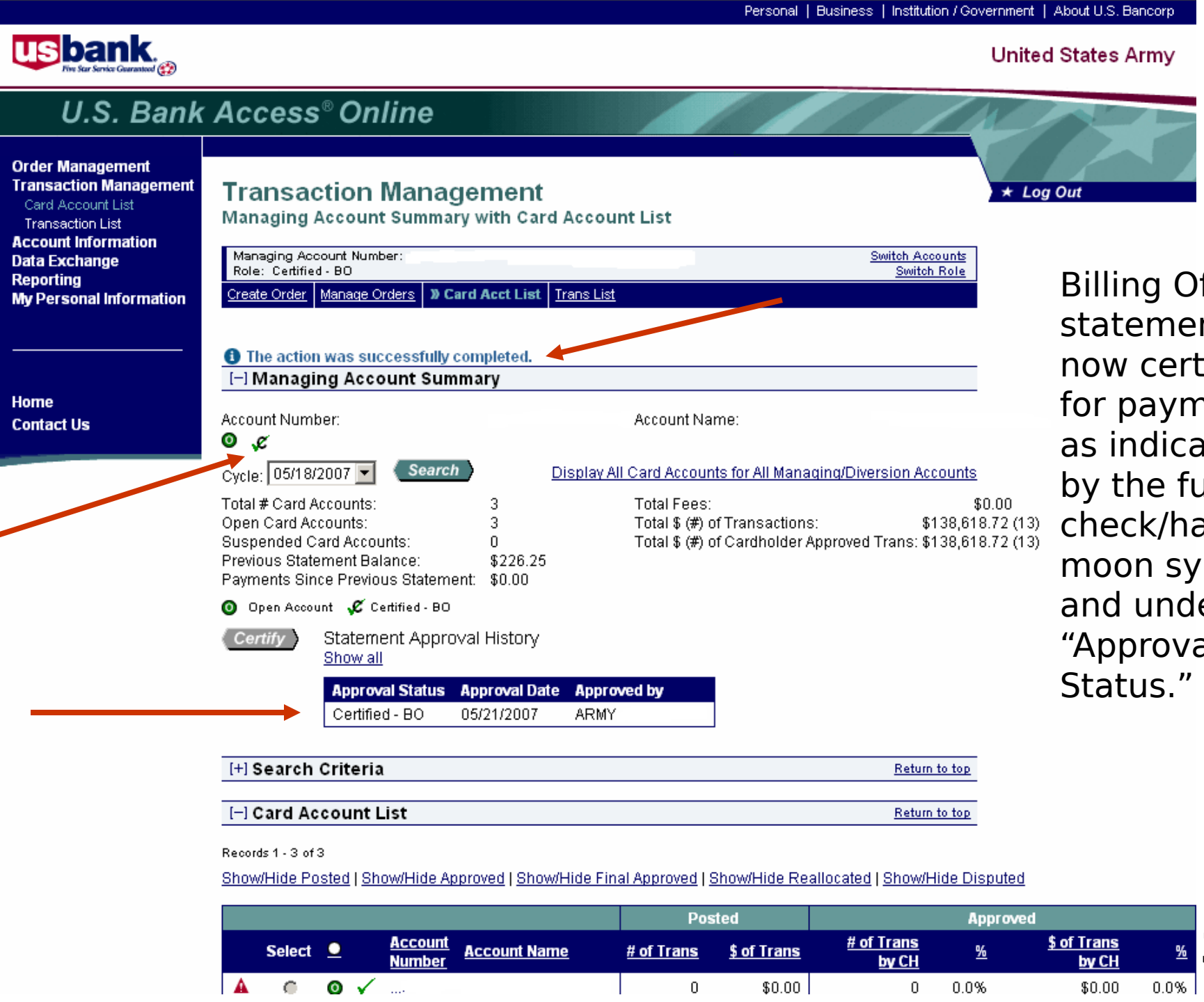
usb col 5

After selecting “Certify” this screen displays. You then select “Agree” if you agree.



Billing Official statement is now certified for payment as indicated by the funny check/half moon symbol, and under "Approval Status."